

AR 600-17
12

ARMY REGULATION

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AR 600-17

PERSONNEL (GENERAL)

THE DIVISION

PERSONNEL SUPPORT SYSTEM

ORGANIZATION

AND

PROCEDURES



HEADQUARTERS, DEPARTMENT OF THE ARMY

MAY 1964

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HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 28 May 1969



PERSONAL—GENERAL

THE DIVISION PERSONNEL SUPPORT SYSTEM
ORGANIZATION AND PROCEDURES

Effective 15 July 1969

AR 600-17, 5 May 1964, is changed as follows:

1. Numerous outdated procedures have been rescinded and, in many instances, reference made to comparable procedures in DA Pamphlet 600-8 (The Unit Personnel Officer's Guide) for information and general guidance on processing personnel management actions.
2. Effective with the conversion of the Military Service Number (MSN) to the Social Security Account Number (SSAN) as announced by Headquarters, Department of the Army, the SSAN will be used as a means of personnel identification in lieu of the MSN whenever prescribed in this regulation.
3. Procedures which have been updated reflect the use of DA Form 2496 (Disposition Form). Pending revision of other procedures, the user will utilize DA Form 2496 in lieu of DA Form 1049 (Personnel Action).
4. In some instances the term MPRJ is used to refer to 201 file; in others the term 201 file is used. Until revision is completed, the terms should be considered as synonymous.
5. Material which has been modified or added is indicated by a star.
6. Remove old pages and insert new pages as indicated below:

|  Remove pages |  Insert pages |
|--|--|
| i through iii | i through iii |
| 1-1 and 1-2 | 1-1 and 1-2 |
| 2-1 and 2-2 | 2-1 and 2-2 |
| A2-1 through A2-3 | A2-1 through A2-6 |
| 5-1 and 5-2 | 5-1 and 5-2 |
| 6-1 through 6-6 | 6-1 through 6-6 |
| A6-1 through A6-11 | A6-1 through A6-18 |
| 8-1 and 8-2 | 8-1 and 8-2 |
| A8-1 and A8-2 | A8-1 and A8-2 |
| 9-1 through 9-10 | 9-1 through 9-5 |

*This change supersedes the following DA messages: paragraph 4, 819672, 16 June 1967; 822298, 5 July 1967.

| | |
|-----------------------------|-----------------------|
| 10-1 through 10-20 | 10-1 through 10-5 |
| 11-1 through 11-6 | 11-1 through 11-4 |
| 11-11 through 11-72 | 11-11 through 11-41 |
| 11-75 and 11-76 | 11-75 and 11-76 |
| 11-81 through 11-86 | 11-81 through 11-84 |
| 11-91 through 11-114 | 11-91 and 11-92 |
| 11-123 through 11-130 | 11-123 through 11-127 |
| 11-137 through 11-160 | 11-137 through 11-145 |
| 11-163 through 11-179 | 11-163 through 11-170 |

7. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to the Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, D.C. 20315.

By Order of the Secretary of the Army:

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PERSONNEL (GENERAL)

THE DIVISION PERSONNEL SUPPORT SYSTEM ORGANIZATION AND PROCEDURES

| | Paragraph | Page |
|--|-----------|-------|
| PART ONE. ORGANIZATION | | |
| CHAPTER 1. GENERAL | | |
| Purpose | 1-1 | 1-1 |
| ★Explanation of Terms | 1-2 | 1-1 |
| Responsibilities of staff officers and commanders | 1-3 | 1-2 |
| Application to separate brigades | 1-4 | 1-2 |
| Forms | 1-5 | 1-2 |
| 2. RESPONSIBILITIES AND FUNCTIONS AT DIVISION LEVEL | | |
| Responsibilities | 2-1 | 2-1 |
| Organization | 2-2 | 2-1 |
| Functions of Personnel Service Division | 2-3 | 2-1 |
| ★APPENDIX 2-I. PERSONNEL SERVICE DIVISION ORGANIZATION CHART | | A2-1 |
| ★2-II. ORGANIZATION CHART—PERSONNEL SERVICE DIVISION | | A2-5 |
| ★2-III. COMPOSITE TEAM ORGANIZATION (DIVISION) | | A2-6 |
| CHAPTER 3. RESPONSIBILITIES AND FUNCTIONS AT BRIGADE LEVEL | | |
| General | 3-1 | 3-1 |
| The brigade commander | 3-2 | 3-1 |
| The brigade S1 | 3-3 | 3-1 |
| Responsibilities of the brigade personnel staff noncommissioned officer | 3-4 | 3-1 |
| 4. RESPONSIBILITIES AND FUNCTIONS AT BATTALION LEVEL | | |
| General | 4-1 | 4-1 |
| The battalion commander | 4-2 | 4-1 |
| The battalion S1 | 4-3 | 4-2 |
| The battalion personnel staff noncommissioned officer | 4-4 | 4-2 |
| 5. RESPONSIBILITIES AND FUNCTIONS AT COMPANY LEVEL | | |
| General | 5-1 | 5-1 |
| Authorized telephone communication with Personnel Service Division | 5-2 | 5-1 |
| The company commander | 5-3 | 5-1 |
| The company clerk | 5-4 | 5-2 |
| 6. REPORTS AND SPECIAL ACTIONS PROVIDED BY THE PERSONNEL SERVICE DIVISION | | |
| General | 6-1 | 6-1 |
| Data processing capabilities | 6-2 | 6-1 |
| ★Recurring reports (punched card) | 6-3 | 6-2 |
| ★Special reports (punched card) | 6-4 | 6-3 |
| ★Recurring reports (manual) | 6-5 | 6-4 |
| ★Special reports (manual) | 6-6 | 6-5 |
| ★Teams | 6-7 | 6-5 |
| ★APPENDIX 6-I. ADPE WORK REQUEST (DA FORM 2749-R) | | A6-1 |
| ★6-II. PERSONNEL INVENTORY REPORT | | A6-5 |
| ★6-III. PERSONNEL INFORMATION ROSTER | | A6-13 |
| ★6-IV. PERSONNEL QUALIFICATIONS ROSTER | | A6-15 |
| ★6-V. PERSONNEL SUSPENSE ROSTER | | A6-16 |
| ★6-VI. TYPICAL SECOND ECHELON SUPPORT TEAM DESIGNED TO SUPPORT A DETACHED BATTALION | | A6-18 |

*This regulation supersedes AR 600-17, 17 November 1961, including C 1, 17 October 1962.

| | Paragraph | Page |
|--|-----------|-------|
| CHAPTER 7. CONTROL OF VISITS TO THE PERSONNEL SERVICE DIVISION | | |
| General | 7-1 | 7-1 |
| Use of inquiry form letter | 7-2 | 7-1 |
| Scheduling appointments | 7-3 | 7-1 |
| APPENDIX 7-I. SAMPLE INQUIRY FORM LETTER | | 7-1 |
| 7-II. APPOINTMENT FORM | | A7-1 |
| CHAPTER 8. DOCUMENT ROUTING | | A7-2 |
| General | 8-1 | 8-1 |
| Document routing channels | 8-2 | 8-1 |
| APPENDIX 8-I. DOCUMENT ROUTING CHANNELS | | A8-1 |
| PART TWO. PROCEDURES | | |
| CHAPTER 9. PROCEDURES AT BRIGADE LEVEL | | |
| Section I. General | | |
| General | 9-1 | 9-1 |
| Actions initiated at brigade level | 9-2 | 9-1 |
| Exceptions | 9-3 | 9-1 |
| II. Personnel Management Procedures | | |
| ★Procedure 9-1-1. AUS and USAR Promotion to CPT, 1LT and CW2 | | 9-2 |
| ★9-1-2. Strength Reports | | 9-4 |
| Section III. Personnel Actions and Personal Affairs Procedures | | |
| ★Procedure 9-2-1. Rescinded | | |
| ★9-2-2. Rescinded | | |
| Section IV. General Administration | | |
| ★Procedure 9-5-1. Request for Special Orders | | 9-5 |
| CHAPTER 10. PROCEDURES AT BATTALION LEVEL | | |
| Section I. General | | |
| General | 10-1 | 10-1 |
| Exceptions | 10-2 | 10-1 |
| Separate battalions | 10-3 | 10-2 |
| II. Personnel Management | | |
| ★Procedure 10-1-1. Rescinded | | |
| ★10-1-2. Rescinded | | |
| ★10-1-3. Rescinded | | |
| ★10-1-4. Rescinded | | |
| ★10-1-5. Strength Reports | | 10-3 |
| ★10-1-6. Rescinded | | |
| Section III. Personnel Actions and Personal Affairs Procedures | | |
| ★Procedure 10-2-1. Leave | | 10-5 |
| ★10-2-2. Rescinded | | |
| ★10-2-3. Rescinded | | |
| ★10-2-4. Rescinded | | |
| ★10-2-5. Rescinded | | |
| ★10-2-6. Rescinded | | |
| 10-2-7. Mortgage Insurance—Issuance of Certificates of Eligibility and Termination of Certificates | | 10-21 |
| Section IV. General Administration | | |
| Procedure 10-5-1. Routine Orders | | 10-23 |
| CHAPTER 11. PROCEDURES AT COMPANY LEVEL | | |
| Section I. General | | |
| General | 11-1 | 11-1 |
| Exceptions | 11-2 | 11-2 |
| Separate companies | 11-3 | 11-2 |
| II. Personnel Management Procedures | | |
| ★Procedure 11-1-1. Rescinded | | |
| ★ 11-1-2. Assignment to Special Forces Organizations | | 11-3 |
| ★ 11-1-3. Rescinded | | |
| ★ 11-1-4. Rescinded | | |

| | | |
|---|---|--------|
| ★ 11-1-5. | Rescinded | |
| ★ 11-1-6. | Enlisted Promotions Not Chargeable to Quotas | 11-11 |
| ★ 11-1-7. | Enlisted Promotions Requiring Quotas | 11-17 |
| ★ 11-1-8. | Rescinded | |
| ★ 11-1-9. | Exchange Assignments | 11-20 |
| ★ 11-1-10. | Intradivisional Reassignment | 11-24 |
| ★ 11-1-11. | Permissive Reassignment | 11-27 |
| ★ 11-1-12. | Rescinded | |
| ★ 11-1-13. | Rescinded | |
| ★ 11-1-14. | Rescinded | |
| ★ 11-1-15. | Temporary Deferment From Foreign Service | 11-30 |
| ★ 11-1-16. | Verification and Use of Personnel Information Roster | 11-31 |
| ★ 11-1-17. | Volunteer for Foreign Service | 11-34 |
| Section III. Personnel Actions and Personal Affairs | | |
| ★ Procedure 11-2-1. | Rescinded | |
| ★ 11-2-2. | Rescinded | |
| ★ 11-2-3. | Rescinded | |
| ★ 11-2-4. | Leave and Pass | 11-37 |
| 11-2-5. | Medical Examinations | 11-75 |
| ★ 11-2-6. | Rescinded | |
| ★ 11-2-7. | Officer Candidate School | 11-82 |
| ★ 11-2-8. | Rescinded | |
| ★ 11-2-9. | Rescinded | |
| ★ 11-2-10. | Rescinded | |
| ★ 11-2-11. | Suspension of Favorable Personnel Actions | 11-91 |
| 11-2-12. | Uniformed Services Identification and Privilege Card | 11-121 |
| 11-2-13. | AWOL and Desertion | 11-124 |
| 11-2-14. | Bars to Enlistment or Reenlistment | 11-126 |
| ★ 11-2-15. | Rescinded | |
| Section IV. Military Pay | | |
| Procedure 11-3-1. | Allotments of Pay | 11-131 |
| 11-3-2. | Partial Payment—Advance Payment | 11-138 |
| ★ 11-3-3. | Separate Rations | 11-139 |
| ★ 11-3-4. | Rescinded | |
| ★ 11-3-5. | Indebtedness to the Government | 11-142 |
| Section V. Records | | |
| ★ Procedure 11-4-1. | Enlisted Conduct and Efficiency Ratings | 11-144 |
| 11-4-2. | Identification Tags | 11-161 |
| ★ 11-4-3. | Rescinded | |
| Section VI. General Administration | | |
| ★ Procedure 11-5-1. | Morning Report Control and Preparation and Personnel Data Change Report | 11-163 |
| ★ 11-5-2. | Personal Affairs Envelope | 11-165 |
| ★ 11-5-3. | Request for Information | 11-166 |
| ★ 11-5-4. | Request for Special Orders | 11-167 |
| ★ 11-5-5. | Unit Orders | 11-169 |

PART ONE. ORGANIZATION

CHAPTER 1

GENERAL

1-1. Purpose. *a.* The concept of centralization of personnel records maintenance at division level is explained in FM 61-100. The internal operation of the Personnel Service Division is explained in AR 600-16. This regulation provides an operating guide for company clerks and personnel staff noncommissioned officers, and a useful reference and guide for commanders, staff officers, and personnel of the Personnel Service Division. The purpose of this regulation is to—

(1) Establish procedures for the implementation and continued operation of the centralized administration concept.

(2) Facilitate standardization of division administrative procedures throughout the Army.

(3) Simplify the training requirements for administrative personnel throughout the division.

(4) Establish the responsibilities and functions of commanders, staff officers, and supervisory personnel in the field of personnel administration and personnel management.

b. This regulation sets forth procedures for actions that are general throughout the Army. These procedures may be modified to conform with local requirements, but modifications will be held to a minimum in order to obtain maximum benefits from standardization.

c. Commanders, supervisory and operating personnel at all levels of command are encouraged to establish procedures for those actions not covered in this regulation. Procedures will be standardized at the highest level possible to provide for uniformity within a division or major command.

d. The Division Personnel Support System is designed to provide accurate and efficient per-

sonnel services for commanders, their staffs, and the individual soldier. It is organized on four levels of command—

(1) Division headquarters.

(2) The brigade. Whatever this term is used it also applies to division artillery and support command.

(3) The battalion. Whenever this term is used it also applies to a squadron.

(4) The company. Whenever this term is used it also applies to a battery or troop.

★1-2. Explanation of Terms. The following explanations apply to the organizational elements and personnel described in this regulation:

a. Personnel staff NCO. To assist the commanders at brigade and battalion headquarters a personnel staff noncommissioned officer is assigned to the headquarters. His major functions are to serve as advisor to the commander and the staff on personnel matters and as liaison between the company, battalion or brigade, and the Personnel Service Division. His specific responsibilities and functions are listed in the chapters on the brigade and battalion (chap. 3 and chap. 4).

★*b. Rescinded*

c. Composite team. A group of functional teams consisting of one from each branch or unit of the Personnel Service Division, except the Administrative Machine Branch.

d. Second echelon support team. An equitable subdivision of a composite team, predesignated for attachment to specific divisional units detached from the division for over 30 days, for the purpose of providing complete second echelon personnel support.

★*e. Special purpose teams.* A group of noncommissioned officers and personnel specialists, rep-

representing one or more composite teams, designed to provide specialized personnel service involving inprocessing-outprocessing, or personal affairs.

1-3. Responsibilities of staff officers and commanders.

a. Personnel responsibilities and functions of commanders and S1's are set forth in subsequent chapters. There are no major changes in the responsibilities and functions of other staff officers in the field of personnel management and administration. However, there should be close coordination between staff officers and their S1's on all personnel matters to insure the most profitable and efficient use of the personnel facilities at each level of command.

★*b.* Commanders and staff officers will review and evaluate their current reports requirements as outlined in AR 335-30. All reports and statistics currently required will be reviewed at specific frequencies and specific action will be taken to have unnecessary requirements discontinued.

c. It is the responsibility of each commander and staff officer to insure that his requirements for reports and statistics are directed to the proper organization. A summary of the reports and statistics furnished by or available from the Personnel Service Division is listed in chapter 6. The following sequence will be followed in determining the source of a report:

(1) Check the reports being furnished by the Personnel Service Division to determine whether the information required is now being furnished. If so, the requestor will revise his report to conform with existing reports or extract the information from existing reports to complete his report (para 6-3 and 6-5).

(2) If not presently furnished, is the information immediately available at the Personnel Service Division on punched cards? (para 6-2.) If it is, the request will go to the Personnel Service Divisions (para 6-4).

(3) If not available on punched cards, and the information needed comes from the personnel records or other documents maintained at the Personnel Service Division, the request will go to the Personnel Service Division (para 6-6).

(4) If the information required cannot be obtained from the personnel records or other documents maintained at the Personnel Service Division, only then will the request for information be made to subordinate units.

(5) Some reports require information which will be furnished partly by the Personnel Service Division and partly by the subordinate units. In this case, a request for information will go to both organizations and the information submitted will be consolidated by the requestor.

1-4. Application to separate brigades. Separate brigades will operate a modified form of the PSD; however, the procedures provided in this regulation apply equally to the personnel support system of separate brigades. For information relative to separate brigade PSD operation, see AR 600-16.

1-5. Forms. Forms referenced in this regulation, with the exception of DA Form 2446-R and DA Form 2749-R, will be obtained through normal AG publications supply channels.

CHAPTER 2

RESPONSIBILITIES AND FUNCTIONS AT DIVISION LEVEL

2-1. Responsibilities. The basic responsibilities for personnel administration at the division level are set forth in FM 61-100, which also sets forth the organization of the adjutant general's section and the other administrative staff agencies.

2-2. Organization. *a.* Appendix 2-I shows the organizational structure and division of functions in the Personnel Service Division of the adjutant general's section, which is the primary agency for personnel administration at division level.

★*b.* Appendix 2-II shows a further breakdown of the organization of the Personnel Service Division into functional teams.

★*c.* Appendix 2-III explains how the branches of the Personnel Service Division are organized into composite teams designed to maintain a degree of unit integrity in personnel administration and to facilitate service to units. Some of the advantages of composite teams are as follows:

★(1) The noncommissioned officer or senior specialist in each team provides a specialized personnel service to a fixed number of divisional units. This permits him to develop a close working relationship with a limited number of subordinates and personnel staff noncommissioned officers in battalions or brigades.

(2) Clarifies the point of contact for personnel staff noncommissioned officers. A personnel staff noncommissioned officer in a battalion or brigade should experience no difficulty in understanding the organization of the Personnel Service Division or his precise contact on any matter, because almost all his personnel support is represented in one composite team. There are two types of exceptions:

★(a) The Administrative Services Division is responsible for the publication and distribution of orders, therefore, a personnel staff

noncommissioned officer will deal directly with that unit on such matters.

★(b) A personnel staff noncommissioned officer will deal with a team member in a composite team on routine matters involving Reports, Processing or Control, but contact the Reports, Processing or Control team leader on unusual matters. For example, a personnel staff noncommissioned officer should contact a reports clerk in the composite team on questions about an existing report; he should contact the Reports Team Leader to request new reports or changes in report format.

d. The division G1 has the overall staff responsibility for all personnel matters in the division. The division adjutant general has special staff responsibility for personnel matters in the division. The adjutant general's section is composed of five organizational elements.

- (1) The Personnel Service Division.
- (2) The Administrative Services Division.
- (3) The Postal Division.
- (4) The Special Services Division.
- (5) The Replacement Detachment.

The personnel of these elements are assigned to the division administration company. See FM 61-100 for a detailed description of the organization and operation of the adjutant general section.

★2-3. Functions of Personnel Service Division.

a. Personnel records for all assigned and attached personnel are centralized at the division headquarters under the supervision of the division adjutant general. The specific responsibility is delegated to the Personnel Service Division. All personnel management, personnel records maintenance, personal affairs, and personnel actions will be handled by the Personnel Service Division. Accordingly the Personnel Service Division assumes the authorities and

28 May 1969

responsibilities, often referred to as second echelon personnel support, enumerated in AR 600-8. First echelon personnel support represents those actions performed at unit level; second echelon personnel support those actions performed by the custodian of personnel records; and third echelon personnel support those actions performed by division adjutants general. The Personnel Service Division performs a central role in the personnel support system by consolidating the second and third echelon personnel support in one office. The Personnel Service Division, in addition to being an executive activity for the division commander in the area of personnel administration, also performs certain services for brigade, battalion and company commanders. Among these are the following:

(1) Provides a source of technical advice on personnel administration and personnel management.

(2) Furnishes statistical data on current and projected strength.

(3) Furnishes other reports on individu-

als designed to aid commanders in making personnel management decisions.

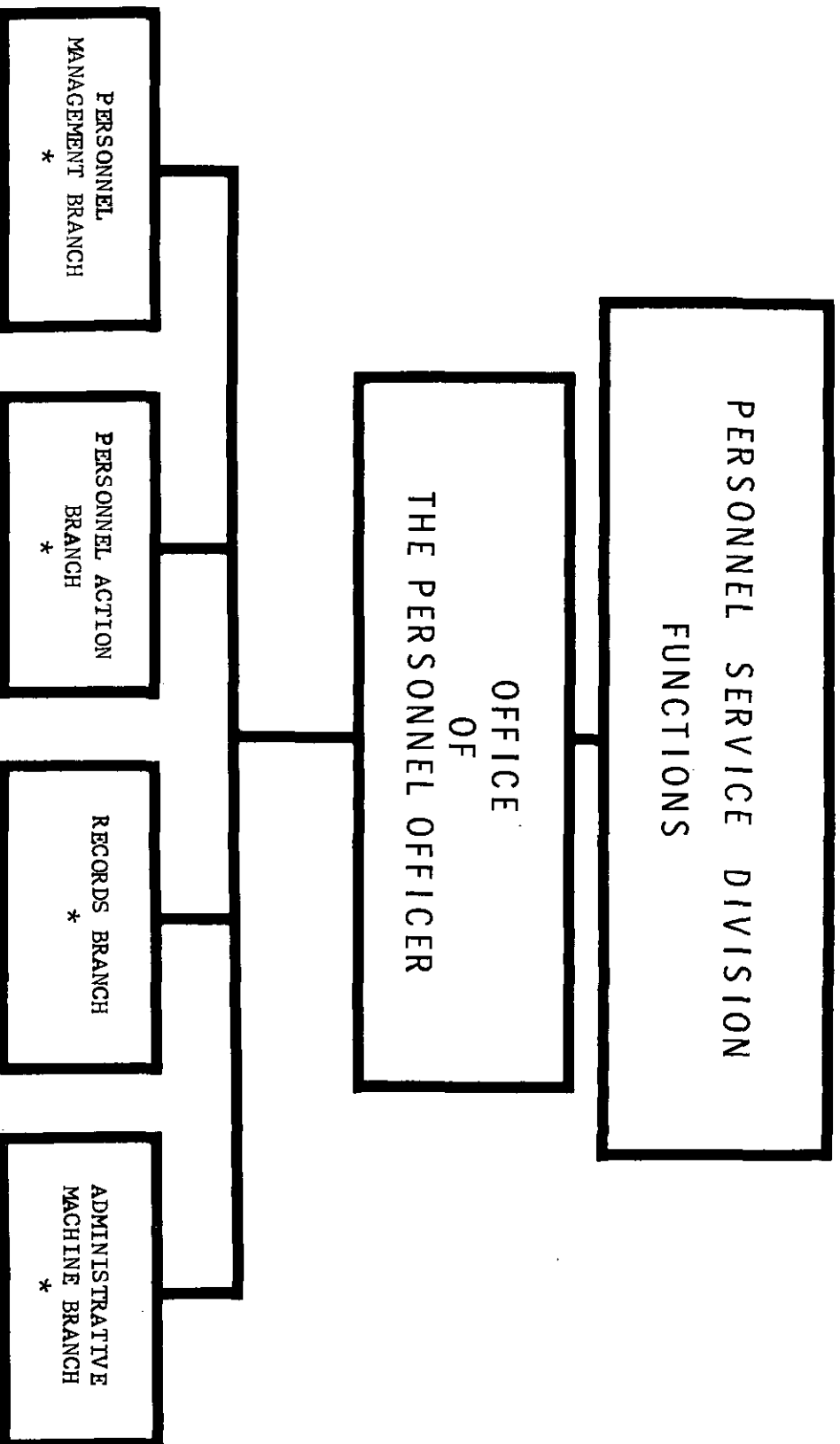
(4) Assigns and reassigns personnel to meet commanders' requirements.

(5) Receives commanders' recommendations and decisions on personnel matters and takes action to implement them.

(6) Acts as custodian of individual personnel records and provides commanders with information therefrom, as required.

b. The Personnel Service Division uses punched card machines to accomplish many of the tasks and services it provides. The Personnel Service Division also has the ability to provide these services manually, but at a reduced level. Reports and information which can be provided by both manual and punched card machine operations are listed in chapter 6. Detailed organization, responsibilities, functions, and operating procedures pertinent to the Personnel Service Division are set forth in AR 600-16 and FM 61-100. AR 600-16 has limited distribution below division headquarters.

APPENDIX 2-1
PERSONNEL SERVICE DIVISION ORGANIZATION CHART



*See following pages for detailed functional statements of individual branches.

Functional Statement For The Personnel Management Branch

Responsible for classification including testing and reclassification action.

Makes assignments to units, processes voluntary applications for overseas service, processes levies and POR processing.

Processes applications for special training, schooling, special assignments, and special details.

Fixes personnel authorizations from TOE computes personnel shortages, and adjusts MOS overstrengths.

Responsible for utilization of personnel including mentally and physically substandard personnel and rehabilitated personnel.

Responsible for personnel procurement including requisitioning, procurement of personnel for OCS, Regular Army and USAR commissions, and Regular Army and USAR warrant officer appointments.

Identifies personnel to be considered for elimination prior to expiration of their terms of service.

Administers the personnel service division portion of the enlisted evaluation system.

Handles all matters pertaining to appointments, promotions, reductions, and demotions of commissioned officers, warrant officers, and enlisted personnel.

Accomplishes sample surveys of military personnel.

Develops, maintains, and furnishes MOS strength and statistical information as required.

Prepares reports on eligibles for promotion and personnel surpluses as required.

Responsible for casualty reporting.

Responsible for redeployment and rotation of officer and enlisted personnel as well as dependents.

Processes advance overseas returnee lists and overseas returnee rosters.

Prepares reports on passenger space requirements and issues Port Call instructions.

Functional Statement For The Personnel Actions Branch

Processes all matters pertaining to elimination cases, release from active duty, discharges, retirements, enlistments, extension of enlistments, requests for leave (excess, emergency and non-CONUS), branch transfers and details of officers, extension and curtailment of foreign service tours, service medals, awards and decorations, issuance of military and dependents identification cards, security clearances, consumation of initial appointments of commissioned officers and warrant officers, extension or declinations of active duty for reserve officers, emergency or disciplinary return of dependents to the United States from overseas commands, dependent medical care, dependent schooling, dependent travel, and other matters pertaining to dependents.

Insures preparation and submission of efficiency reports on commissioned officers and warrant officers on extended active duty, officers on active duty for training, and Regular Army enlisted personnel holding a Reserve Officer appointment or Warrant Officer status, and officer photographs.

Insures control of personnel actions in security and investigative cases. Processes all cases pertaining to marriage, legitimization or adoption of children, and civil-legal proceedings.

Assists in obtaining travel clearances, passports and visas.

Administers the life insurance and soldiers voting programs.

Handles all other matters of personnel administration not specifically assigned to another branch of the Personnel Service Division.

Functional Statement For The Records Branch

Records Unit: Prepares and maintains individual personnel records to include officer and enlisted qualification records and personnel records jackets.

Reports Unit: Prepares, verifies and submits rosters and reports required in the Army Personnel Information System except those specifically assigned to another branch of the Personnel Service Division.

Develops, maintains and furnishes strength and statistical information as required.

Control Unit: Maintains suspense files on actions pertaining to individuals from information contained in personnel records and not otherwise available to the other branches of the Personnel Service Division. Advises the other branches of these actions and due dates.

Processing Unit: Initiates and controls processing of outgoing personnel including installation clearances and transmission of personnel records. Participates in the inprocessing of replacement personnel.

Functional Statement For The Administrative Machine Branch (AMB)

Office of the Chief: Responsible for operation of AMB.

Maintains ADPE liaison with other offices.

Responsible for efficient utilization of personnel and equipment.

Responsible for ADPE supplies and equipment.

Supervises systems studies for ADPS applications.

Management Office: Prepares and maintains AMB procedures.

Initiates all work orders.

Establishes personnel and machine management controls, including scheduling.

Responsible for accuracy of personnel and machine time.

Receives and controls source documents.

Audits all AMB reports.

Prepares reports for distribution.

Maintains administrative files and office supplies.

Performs centralized programming for local ADPS processing requirements.

Conducts systems analysis studies for ADPE local applications.

Files Maintenance Unit: Analyses and codes source documents required for maintenance of punched card files.

Initiates and controls discrepancy forms to control errors in source documents.

Performs operations necessary to effect changes to punched card files.

Maintains all punched card files.

Data Reduction Unit: Performs card punch and key verifying operations.

Operates automatic typewriter equipment for preparation of orders and by-product tapes.

ADPE Unit: Performs all ADPE operations to update punched card files and prepare reports.

Schedules personnel and ADPE in accordance with established management controls.

Maintains required level of supplies and equipment.

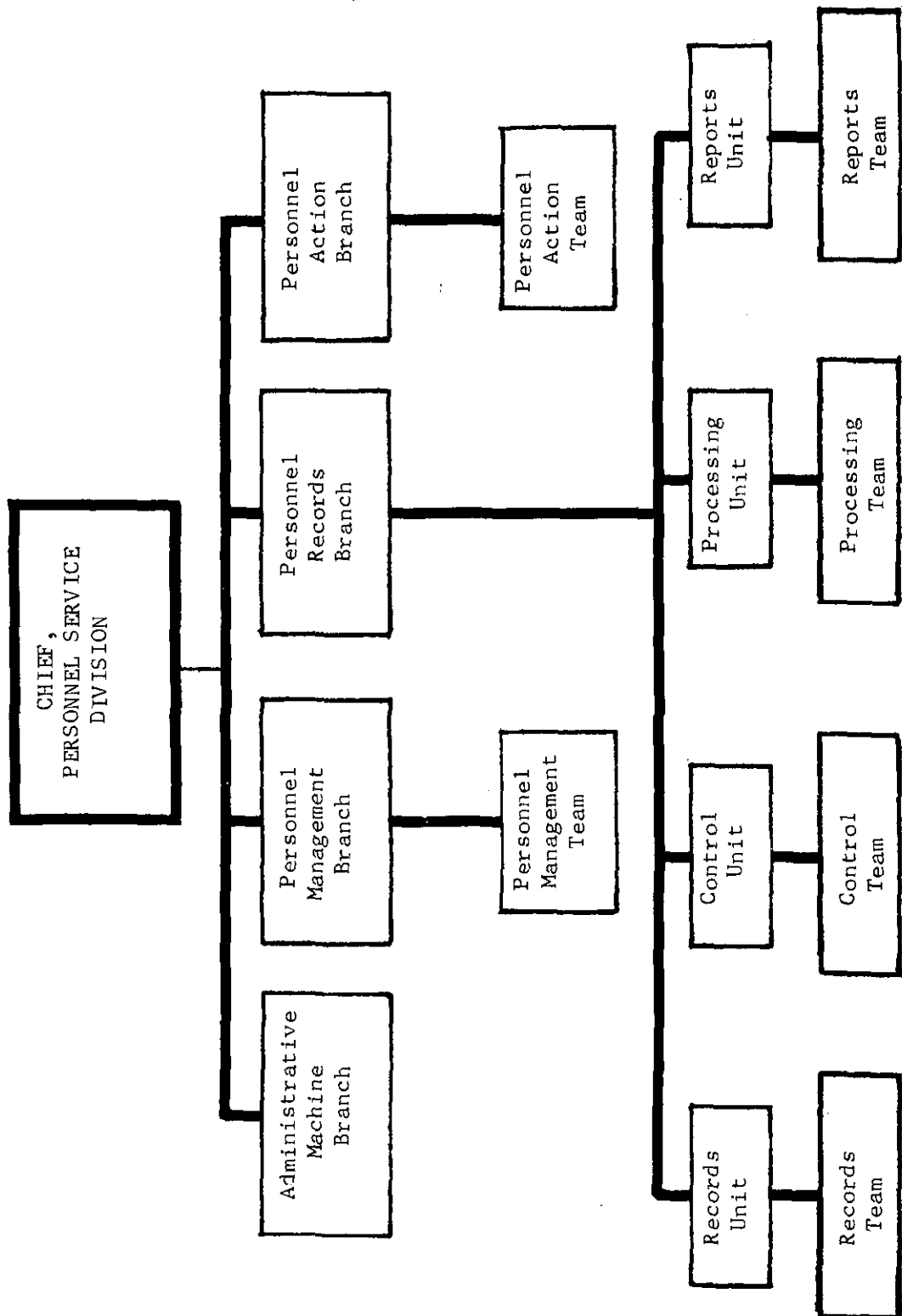
Provides driver for mobile equipment.

Equipment Maintenance Unit: Performs maintenance on all business machines within the AMB, to include the 1005 Card Processor.

Performs maintenance work on mobile van equipment and generators.

Maintains supply of spare parts for machines.

APPENDIX 2-II
ORGANIZATION CHART
PERSONNEL SERVICE DIVISION



28 May 1969

APPENDIX 2-III COMPOSITE TEAM ORGANIZATION (DIVISION)

| | PERSONNEL RECORDS BRANCH | | | | | | PERSONNEL MANAGEMENT BRANCH | | PERSONNEL ACTION BRANCH | |
|--------------------------|--------------------------|--------------|------|--------------|------|-----------------|-----------------------------|-------------|-------------------------|--------------|
| | Branch Chief | Records Unit | | Control Unit | | Processing Unit | | Report Unit | Supv Pers Sp | Supv Pers Sp |
| | | Supv | Pers | Sp | Supv | Pers | Sp | | | |
| Overall Supv | | | | | | | | | | |
| Officers | X | X | | | | | | | X | |
| NCO | X | X | | X | | X | | | X | |
| Gen Support | | | | | | | | | X (Note 2) | X (Note 3) |
| Composite Teams (Note 1) | | X | X | X | | X | | X | X (Note 4) | X (Note 4) |

Note 1. Seven (7) composite teams are organized to provide specialized personnel service to a fixed number of divisional units. Each team consists of supervisors and/or personnel specialists as indicated in this chart.

Note 2. Includes Personnel Management Specialist and Clerk Typist

Note 3. Clerk Typist

Note 4. The Senior Personnel Management/Action Specialist serves as the working supervisor in each composite team.

CHAPTER 3

RESPONSIBILITIES AND FUNCTIONS AT BRIGADE LEVEL

3-1. General. *a.* Except when organized as a separate brigade, the brigade is not an administrative headquarters. The battalion is the next administrative headquarters below the division. The brigade normally does not enter into administrative channels except for processing those matters pertaining to the brigade headquarters company and most officer actions. Rather, it advises and assists in the administrative matters of attached units.

b. Normally, only those matters which are required by Army regulations or which affect the combat effectiveness of the command as a whole are routed through brigade headquarters. The Document Routing Channels Chart (app. 8-1) lists those actions which should be routed through brigade headquarters and those which should bypass it. Documents normally will come down from the Personnel Service Division through the same channels they follow on the way up.

c. Generally a brigade headquarters does not handle individual actions but is concerned with the overall personnel situation. The brigade is responsible for the training and the combat efficiency of its attached units. To accomplish this, the brigade should be provided with information on its subordinate units' authorized and current strengths, shortages, overages, known gains, and known losses. At the discretion of the division commander, brigade commanders may be authorized to direct intrabrigade reassignments to ease critical shortages and to make best use of personnel resources.

3-2. The brigade commander. The brigade commander is responsible for supervising only those personnel actions and documents going to or through the brigade from subordinate units or higher headquarters. In the field of personnel management, the brigade commander's principal assistants are the brigade S1 and the personnel staff noncommissioned officer. Their responsibilities and functions are listed in paragraphs 3-3 and 3-4.

3-3. The brigade S1. *a.* The brigade S1 has the same responsibilities and functions in relation to

the brigade commander and the brigade headquarters company as the battalion S1 does to the battalion commander and companies of the battalion (ch. 4). He supervises the brigade personnel staff noncommissioned officer and provides him with sufficient clerical assistance to carry out his duties.

b. When the brigade is detached from the division and second echelon personnel support teams are attached to the brigade from the Personnel Service Division to serve as a brigade personnel section, the brigade S1 performs the duties of personnel officer, and the brigade personnel section services assigned and attached units.

3-4. Responsibilities of the brigade personnel staff noncommissioned officer. *a.* The brigade personnel staff noncommissioned officer has the same responsibilities, in relation to the brigade commander and the brigade headquarters company, as the battalion personnel staff noncommissioned officer has to the battalion commander and the companies of the battalion (those responsibilities are more fully discussed in ch. 4). He is the principal liaison agent between the brigade commander and the Personnel Service Division. He advises the brigade commander and S1 on all personnel matters requested by the commander and, based on his experience, on those matters which he feels will be of value or interest to the commander and S1.

b. He processes personnel actions of the brigade headquarters company in the same manner as the battalion personnel staff noncommissioned officer processes those of the companies of the battalion. He uses the battalion procedures in chapter 10 as a guide, except that all actions will be forwarded direct to the Personnel Service Division.

c. On personnel actions forwarded from battalions, he will follow the procedures in chapter 9. When practicable, he will develop standard procedures for those actions not prescribed in this regulation.

d. He will maintain a policy file of decisions of the brigade commander. On those actions where the commander has set a policy, he prepares the

action, has it signed, and forwards it to the Personnel Service Division. On actions where a policy has not been set, he makes a recommendation to the commander, and based on the decision of the commander, prepares the action for forwarding. If the decision sets a standing policy for the brigade, it is added to the policy file. He reviews the policy file periodically, and upon change of commanders.

e. The personnel staff noncommissioned officer is supervised by the brigade S1. He maintains statistical charts and keeps records of the status of critical MOS's within the brigade, as determined by the commander. Based on his knowledge of personnel strengths and weaknesses of the units, he makes recommendations for reassignment of personnel within the brigade. He accomplishes these actions using information provided by the Personnel Service Division.

f. He supervises the brigade headquarters company clerk on all personnel matters, making periodic visits and giving instructions and advice as needed.

g. Normally, he supervises the personnel staff noncommissioned officers of attached battalions only in those matters which are forwarded through or to the brigade. However, he should make periodic staff visits to attached units to assist in discovering their problem areas and in solving them. He should also disseminate any information received down through command channels, and serve as a coordinator to disseminate solutions to problems found in other battalions of the brigade.

h. When the brigade is detached from the division and a second echelon support team is attached to the brigade from the Personnel Service Division to serve as a brigade personnel section, the personnel staff noncommissioned officer will serve as the personnel sergeant of the brigade personnel section.

i. In field operations many activities of the personnel staff noncommissioned officer will be curtailed or delayed because of communication and transportation difficulties. In this type of operation he should give particular attention to casualty reporting, the awards and decorations program, and combat reports as listed in FM 101-5.

CHAPTER 4

RESPONSIBILITIES AND FUNCTIONS AT BATTALION LEVEL

4-1. General. *a.* Under the concept of centralized personnel administration, with the personnel records being kept at division level, responsibilities and functions pertaining to personnel matters at battalion level have been changed. The responsibilities and functions listed herein apply to separate battalions as well as to those attached or assigned to brigades, division artillery, or support command. The only variance is that in separate battalions all actions, requests, and documents are forwarded direct to the Personnel Service Division.

b. The battalion commander is no longer responsible for the maintenance of the personnel records of individuals assigned to his battalion. This responsibility now belongs to the adjutant general of the division. However, the battalion commander must insure that accurate feeder information which generates changes to personnel records and reports reaches the Personnel Service Division promptly. Basically, the battalion commander is responsible for proper supervision over all types of actions that come to or through his headquarters from subordinate units or higher headquarters, to insure that actions are made out correctly and that proper responses are made in accordance with regulations. Documents will flow down from the Personnel Service Division through the same channels they follow on the way up. Appendix 8-I lists the document routing channels. The following exception will be made: If a document is sent from a company direct to the Personnel Service Division and must be returned for correction because of errors, it will be returned through battalion headquarters. Thus, the battalion commander will be aware of the quality of work being forwarded direct by the companies and be able to give appropriate advice and assistance to the units, or take other corrective action as necessary.

c. All other responsibilities and functions relating to personnel management of individuals assigned to the battalion remain unchanged.

4-2. The battalion commander. *a.* The battalion commander has responsibility for effective personnel management of individuals within his command

so as to build and maintain an efficient and effective fighting force. The battalion commander is also responsible for achieving maximum effective use of military manpower by implementing the five principles of personnel management:

- (1) Place the right man on the right job through efficient classification and careful assignment.
- (2) Stimulate the individual's desire to produce through adequate incentives.
- (3) Capitalize on the individual's intelligence, aptitudes, and interest through suitable training.
- (4) Utilize the individual fully on individual tasks.
- (5) Insure professional development of the individual through intelligently planned and varied assignments.

The battalion commander is relieved of the responsibility for maintenance of personnel records of individuals assigned to his battalion and for making recommendations on those routine personnel actions and documents initiated by his companies and communicated direct to the Personnel Service Division. He is responsible for providing information which cannot be furnished by the Personnel Service Division; processing all actions affecting his commissioned personnel; processing all requests for assignment or reassignment, discharge or separation, and enlistment or reenlistment; and processing reclassification actions, promotions, and awards and decorations. He is further responsible for taking proper action to implement the Division Personnel Support System and for insuring that the policies and procedures in this regulation are complied with. He must periodically reevaluate his requests and requirements for various rosters, reports, and statistics. Will the reports to be furnished him from the Personnel Service Division, as listed in chapter 6, be sufficient for his purposes or will he need additional information? Is this information actually needed or is it "nice to know" or "in case I am asked" information? All requests must be thoroughly and

completely evaluated if administration is to be held to a minimum.

b. In the area of personnel management the battalion commander is assisted by the battalion S1 and the battalion personnel staff noncommissioned officer.

4-3. The battalion S1. The battalion S1 is the principal commissioned assistant to the commander on all personnel matters and actions pertaining to the command. He has staff responsibility for all matters pertaining to personnel as individuals. He assists the commander by providing information, making a continuous estimate of the personnel situation, submitting recommendations, disseminating orders, and supervising the functions for which he has staff responsibility. A detailed list of his responsibilities and functions will be found in FM 101-1 and FM 101-5. In addition, he supervises the personnel staff noncommissioned officer in the performance of his duties and provides him with necessary clerical assistance. If the personnel staff noncommissioned officer is absent, the S1 provides an individual to take over his duties. Whenever his unit is detached from the division and a second echelon support team is attached to the battalion from the Personnel Service Division to serve as a battalion personnel section, the battalion S1 assumes charge of this team and functions as the personnel officer of the Battalion Unit Personnel Section. The personnel staff noncommissioned officer then functions as the personnel sergeant.

4-4. The battalion personnel staff noncommissioned officer. a. *Qualifications and training.*

- (1) The battalion personnel staff noncommissioned officer must be a well trained and carefully selected noncommissioned officer as his functions form a key part of the Division Personnel Support System. He is not an assistant battalion sergeant major and is not to be employed as such.
- (2) Under the supervision of the S1, he functions in relation to the commander in the exact manner that the personnel officer previously functioned. He is the staff personnel advisor, coordinator and supervisor at battalion level.
- (3) He is under staff supervision of the brigade personnel staff noncommissioned officer for *only* those personnel matters or actions transmitted to, through, or from the brigade. On all other matters he is on equal status with the brigade personnel staff noncommissioned officer.
- (4) On assignment, the personnel staff noncommissioned officer should receive the same nontechnical training provided newly assigned personnel in the Personnel Service Division. His familiarity with the Personnel Service Division organization and incumbents is no less important than an understanding of his role in the Division Personnel Support System. Initial training should emphasize that the personnel staff noncommissioned officer represents a technical extension of the Personnel Service Division and should include summaries of experience and techniques found successful by other personnel staff noncommissioned officers. The Personnel Service Division will provide personnel staff noncommissioned officers with periodic instructions on new or changing personnel procedures and policies.

b. *Responsibilities.* The personnel staff noncommissioned officer—

- (1) Receives the Personnel Qualification Roster and the Personnel Inventory Report from the Personnel Service Division, and at the request of interested staff agencies, extracts the information they require. He keeps these reports and rosters current from morning report entries, special orders, etc., until the next rosters and reports are furnished his unit.
- (2) Furnishes the commander with necessary reports and statistics, assembling his data from the reports and rosters listed in (1) above, from his copies of the unit morning reports, from information obtained from the Personnel Service Division or from subordinate units, whichever can most easily furnish the required information. He keeps himself and the commander informed on the strength of the unit, shortages, overages, and the status of gains and losses.
- (3) Functions as a liaison agent between his headquarters, subordinate units, and the Personnel Service Division. He consolidates requests for information, as stated in chapter 5 and contacts the Personnel Service Division for this information, disseminating it upon receipt.
- (4) Devotes much of his time to continuous and personal contact with company

- clerks, first sergeants, company commanders and the Personnel Service Division. Concurrently he will keep the battalion commander and the S1 advised of significant problems, trends, and accomplishments.
- (5) Is responsible for proper processing and handling, according to Army directives, of all personnel matters sent to or through battalion headquarters from subordinate units or higher headquarters, and those originated at battalion level. His detailed responsibilities will be found in the procedures (ch. 10) covering these actions. He will review personnel actions or documents being returned from the Personnel Service Division to the companies for correction to discover the reason for their return, and will take necessary action to prevent recurrence of the same type of error.
 - (6) Insures that, where no procedure is established or where the local command has changed the document routing channel, the actions are administratively correct according to regulations; then, based on his knowledge of regulations and the unit's strength, mission, location and special requirements, he makes appropriate recommendations to the commander for action. He insures that the commander's decision is prepared in proper format and the action is forwarded as required.
 - (7) Gives advice and assistance to company clerks on the preparation and handling of personnel matters. If necessary, he conducts classes for the clerks in these matters to insure high quality of work and to correct common recurring errors. The procedures contained in this regulation should assist the personnel staff noncommissioned officer in his training mission.
 - (8) Serves as a technical expert and furnishes guidance and information to first sergeants, company clerks, and individuals.
 - (9) Visits each subordinate unit at least once a week and conducts necessary inspection of files and procedures pertaining to personnel matters.
 - (10) Consolidates and compiles requests for special orders, checks them for validity, and insures that the requests reach the Personnel Service Division in accordance with specified directives.
 - (11) In conjunction with the first sergeants, controls the visits of soldiers to the Personnel Service Division. Chapter 7 lists the detailed procedures to be followed in controlling visits and arranging appointments at the Personnel Service Division.
 - (12) Maintains suspense logs on the preparation of Officer Efficiency Reports to insure that they are returned to the Personnel Service Division in accordance with suspense dates.
 - (13) Whenever his unit is detached from the division and a second echelon personnel support team is attached to the battalion from the Personnel Service Division to serve as a battalion personnel section, assumes charge of the team and functions as the personnel sergeant of the battalion unit personnel section.

c. Field operations. In the field, because of limited communications and transportation, some of his functions must be modified; e.g., he visits units only as required; he does not conduct classes for company clerks; and visits of soldiers to the Personnel Service Division will probably be limited and restricted to emergencies or other vital reasons, thus simplifying the control of visits. Though his other functions remain the same, they become more demanding due to the requirements for 24-hour operation, distance between units involved and the Personnel Service Division, and limited communications facilities with accompanying difficulties of gaining or transmitting information. In this type of operation, particular attention should be given to casualty reporting, the awards and decorations program, and the combat reports listed in FM 101-5.

CHAPTER 5

RESPONSIBILITIES AND FUNCTIONS AT COMPANY LEVEL

5-1. General. This chapter summarizes the responsibilities and functions for personnel administration at company level and sets forth the changes in channels of communications and the means of obtaining information necessitated by the maintenance of personnel records at division level. The company is the lowest administrative headquarters in the chain of command. It is the level having the most direct contact with the soldier. It is the initial point of contact for a soldier with a problem or a request for some type of personnel action. All personnel actions initiated by the soldier are channeled through his company orderly room. Thus it can be seen that the company is one of the most important links in the chain. If an action is not initiated correctly and expeditiously at company level, it cannot be acted upon promptly and efficiently at other administrative levels. Detailed responsibilities and functions of the company commander and the company clerk are listed in paragraphs 5-3 and 5-4. No specific delineation of the responsibilities and functions of the first sergeant has been made in this chapter since, in general, there is no change from his present responsibilities and functions. His responsibilities in regard to the control of visits to the Personnel Service Division are listed in chapter 7.

★5-2. Authorized telephone communication with Personnel Service Division. In order to facilitate prompt, efficient service from the Personnel Service Division and to insure the proper utilization of the personnel staff noncommissioned officer as a technical advisor, restrictions should be imposed to preclude the companies from making telephone calls to the Personnel Service Division. In addition to the procedures established to control visits to the Personnel Service Division as outlined in chap-

ter 7, the following restrictions should be imposed:

a. The company may telephone direct to the records clerk of the composite team serving the unit at the Personnel Service Division in individual cases for the following types of information required to complete a personnel action:

(1) Data available from a soldier's personnel records (MPRJ and the Enlisted Qualification Record).

(2) Record of previous convictions or other extracts from personnel records.

b. Requests for all other types of information will be channeled through the next higher headquarters. Examples of these requests are as follows:

(1) Information on status of actions.

(2) Information on procedures.

(3) Information of future or scheduled actions.

(4) Information on items requiring advice, personal judgment or influence.

(5) Information on specified categories or groups of personnel (lists of Military Occupational Specialties, Expiration Term of Service Rosters, etc.).

5-3. The company commander. *a. General.* The company commander remains as the primary manager of his personnel. His primary assistants are his executive officer, first sergeant, and company clerk. The latter is the key point of contact for soldiers of the unit on simple and routine personnel and administrative matters where direct contact with the first sergeant or an officer is not required.

b. Responsibilities. The company commander—

(1) Is responsible for the proper utilization of soldiers based on their enlisted military

occupational specialties, training experience, desires, and the needs of the unit. He is aided in this area by the advice, assistance, and cooperation of the brigade or battalion personnel staff noncommissioned officer and the Personnel Service Division. All assignments, reassignments, and changes of duty position should be fully coordinated to insure that they are in the best interest of the Army, the unit, and the soldier. All changes in status of the soldier must immediately be brought to the attention of the Personnel Service Division; especially those items which affect the soldier's performance of duty, such as change of medical fitness profile, changes in duty assignment, or changes in the security requirements of his duty position.

(2) Is responsible for the initiation of reclassification action when he determines a soldier is inefficient, is better qualified in a higher military occupational specialty, or is physically incapable of performing duty in his primary military occupational specialty.

(3) Authenticates the unit morning report, orders and other documents, and takes action on and forwards personnel actions in accordance with Army regulations and the Documents Routing Channels Chart.

★(4) Is an appointment and reduction authority as authorized in AR 600-200 and as modified by local directives.

5-4. The company clerk. *a. General.* In most cases, the company clerk is the initial link in the chain of personnel actions. He should be a mentally mature individual with a desire to assist the soldier with his problems. He has many responsibilities and functions and, depending on his attitude and efficiency, can be a great asset or liability to the Army personnel system.

b. Duties and responsibilities. The company clerk—

(1) Prepares the unit morning report, using information available within the unit or received from higher headquarters. Information will be obtained from such items as special orders, unit orders, individual sick slips, hospital admission and disposition reports, leave requests, sign in-out registers, etc. He should

maintain a 31-day suspense file to insure that entries are made on the correct date.

★(2) Rescinded

(3) Prepares all personnel actions requested by soldiers or the company commander in accordance with the procedures covering these actions. Detailed responsibilities for most types of actions he will encounter are listed in chapter 11. For actions not covered by standard procedures or in complicated cases, he will seek the assistance of the personnel staff noncommissioned officer.

(4) Obtains information from the personnel records of soldiers of his unit, when needed, in accordance with paragraphs 5-1 and 5-2.

(5) Assists in arranging appointments at Personnel Service Division for soldiers of his unit through the first sergeant and the personnel staff noncommissioned officer.

(6) Maintains the company files in accordance with AR 345-215 or as modified by local commanders.

(7) In time of combat, prepares casualty feeder reports and forwards them to the Personnel Service Division.

★(8) In accordance with instructions and guidance received—

(a) Prepares unit orders for assignment of additional duties within the company, and assumption of command by the company commander as authorized in AR 310-10.

(b) Prepares charge sheets and allied papers for courts-martial, and prepares commander's recommendations for board actions to eliminate undesirable soldiers.

(c) Initiates DA Form 268 (Report for Suspension of Favorable Personnel Action) to flag records of personnel under charges or investigation in accordance with AR 600-31 and Procedure 11-2-11.

(d) Maintains the company punishment book.

(9) Prepares and types miscellaneous correspondence and forms as directed by the company commander, executive officer or first sergeant.

CHAPTER 6

REPORTS AND SPECIAL ACTIONS PROVIDED BY THE PERSONNEL SERVICE DIVISION

6-1. General. This chapter sets forth the capabilities of the Personnel Service Division for preparing personnel reports and furnishing special actions. The reports listed are those furnished to staff sections outside the adjutant general section, and to units below division level. Recurring reports are those furnished automatically without request, usually to meet a one-time requirement.

★6-2. Data processing capabilities. *a.* The following data will be maintained on punched cards for each individual assigned to the division and can be made available in any sequence or format desired by commanders:

- | | |
|---|--|
| (1) Name | (23) Type of Transaction |
| (2) Military Personnel Classification | (24) Date of Transaction |
| (3) Social Security Account Number | (25) Security Invest Status |
| (4) Grade | (26) Number of Dependents |
| (5) Duty Detail Branch | (27) Intransit Code |
| ★(6) Proficiency Pay Designator | (28) Service Agreement Code |
| (7) Physical Category | (29) Foreign Service Availability |
| (8) Control Branch | (30) Elig for Additional Pay |
| (9) Language | (31) Non-CONUS Residence |
| (10) Additional Skill Identifier | (32) BPED (Mo-Yr) |
| (11) MOS—Primary | (33) BASD (Mo-Yr) |
| (12) Race | (34) TOE/TDA Paragraph Number |
| (13) Service Component | (35) TOE/TDA Line Number |
| (14) Sex | (36) Date of Rank (Day-Mo-Yr) |
| (15) Expiration of Service Agreement (Mo-Yr) | (37) Date of Loss (Mo-Yr) |
| (16) ETS (Mo-Yr) | (38) Rotation Date (Day-Mo-Yr) |
| (17) Area or Curr or Last Completed Fgn Svc Tour/Tvl Status | (39) Date of Birth (Day-Mo-Yr) |
| (18) DEROS (Mo-Yr) | (40) Basic Branch |
| (19) DROS (Mo-Yr) | (41) Citizenship (Country) |
| (20) MOS—Duty | (42) GT Aptitude Area Score |
| (21) UIC (Subunit) | (43) Last PCS (Mo-Yr) |
| (22) UIC (Parent Unit & MRIC) | (44) Education Level |
| | (45) Additional Spec Qual |
| | (46) Accrued Leave |
| | (47) MOS—Secondary |
| | (48) Security Clearance |
| | (49) Marital/Dependency Status |
| | (50) Armed Forces Res Medal (Mo-Yr) |
| | (51) Non-Conus Resident ETS Date (Mo-Yr) |
| | (52) Adjust FSA Code Suspense (Mo) |
| | (53) Efficiency Report (Mo) |
| | (54) Completion of OJT (Mo) |
| | (55) Photograph (Mo-Yr) |
| | (56) Good Conduct Medal (Mo-Yr) |
| | (57) FHA (Mo) |
| | (58) 17½ Years Fed Svc (Mo-Yr) |
| | (59) Mandatory Retirement (Mo-Yr) |
| | (60) Eligible for Promotion (Mo-Yr) |

- (61) Eligible for Appointment (Mo-Yr)
- (62) DA Forms 41 and 66 (Mo)
- (63) DA Forms 20 and 41 (Mo)
- (64) Adjust BPED (Mo)
- (65) Smallpox (Mo-Yr)
- (66) Typhoid (Mo-Yr)
- (67) Tetanus (Mo-Yr)
- (68) Medical Exam (Mo-Yr)
- (69) Format Identification

b. The Chief of the Personnel Service Division coordinates punched card service and approves requests for recurring and special reports. Punched card operations take place in the Administrative Machine Branch where these four basic functions of data processing are performed:

- (1) Collecting source data.
- (2) Controlling.
- (3) Updating records.
- (4) Producing reports and statistics.

★6-3. **Recurring reports (punched card).** This section describes reports and services to be provided by the Personnel Service Division on a recurring basis. Examples of these reports are provided in appendixes 6-II, 6-III, 6-IV, and 6-V. See paragraph 6-4 for requesting punched card services in addition to those listed in this section.

a. *Personnel Inventory Report (Machine)* (*Miscellaneous Strength, DA Form 2471*).

(1) *Purpose.* Provides information to assist in effecting personnel management actions, personnel requisitions, assignments, reassignments, promotions, etc. It provides a means of coordination between division and higher headquarters on personnel management. It provides all concerned with a picture of the work force available to accomplish prescribed missions.

(2) *Description.* The Roster is prepared in four parts.

(a) Part I is a concise summary of each MOS authorized to all divisional units, and reflects for officer and enlisted personnel the number, by grade, performing duty in each authorized MOS. This information is further broken down to include number having authorized MOS as PMOS, number having a PMOS that is different from authorized MOS, and number of projected gains and losses for the 1st through-

6th subsequent months following effective date of report. Also included in this part is the number of enlisted persons who have been awarded proficiency pay.

(b) Part II reflects the same information for officer and enlisted personnel as Part I, except that Part II is prepared for each battalion and separate company assigned to the division and is a concise summary of each separate MOS authorized within battalion or separate company. This roster includes gains projected for six periods (1-6 months) following effective date of report.

(c) Part III reflects only the number of officer and enlisted personnel having a different PMOS from the authorized MOS in which they are performing duty. The report for enlisted personnel also indicates number who have been awarded proficiency pay. Part III is prepared for each unit assigned to the division and is a concise summary of each separate MOS authorized within the unit.

(d) Part IV reflects the same information for officer and enlisted personnel as contained in Part I, except Part IV is prepared for each unit assigned to the division and is a concise summary of each separate MOS authorized within the unit. Part IV does not reflect projected gains; however, projected losses for seven periods (1-7 months) from effective date of the report are shown.

(3) *Frequency.* Prepared monthly as of the last day of the month and completed for distribution by the 3d working day of following month.

(4) *Distribution.* Part I. Original to division CofS, 1st carbon copy to division, G1, 2d carbon copy to division AG, 3d and 4th carbon copies to Chief, PMB/PMD, 5th carbon copy for AMB/AMD. Distribution will be made to incumbents of equivalent positions for Personnel Service Companies.

Part II. Original and first carbon copy to PMB/PMD, 2d and 3d carbon copies to brigade, battalion, or separate company, 4th carbon copy to Chief, PSD/PSC, 5th carbon copy for AMB/AMD.

Part III. Original and first four carbon copies to Chief, PMB/PMD. 5th carbon copy for AMB/AMD.

Part IV. Original and first carbon copy to PMB/PMD. 2d and 3d carbon copies to battalion or separate company. 4th carbon copy to Chief, PSD/PSC. 5th carbon copy for AMB/AMD.

b. Personnel Information Roster (Machine)
(DA Form 2472).

(1) *Purpose.* To establish personnel management communication between the personnel officer and unit commanders or staff supervisors, as appropriate.

(2) *Description.* Prepared for officers and enlisted personnel. Reflects TOE/TD authorized positions and individuals assigned to duty positions, by name and TOE/TD paragraph/line numbers. Includes PMOS, SMOS, date of loss, proficiency pay designator, date of rank, surplus personnel, personnel shortages, and attached personnel.

(3) *Frequency.* Prepared semimonthly as of the 15th and last day of the month. It is completed for distribution by the 5th working day after the 15th calendar day and 5th working day of following month.

(4) *Distribution.* Original and first three carbon copies for staff sections, as applicable. Original and first two carbon copies for units, as applicable. 3d carbon copy to battalion. 4th carbon copy to Chief, PMB/PMD. 5th carbon copy for AMB/AMD.

c. Personnel Qualifications Roster (Machine)
(DA Form 2473)

(1) *Purpose.* To provide commanders with supplemental qualifications data on individuals, as extracted from personnel records.

(2) *Description.* Separate rosters are prepared alphabetically for officer and enlisted personnel by morning report unit to reflect individual supplemental qualifications such as educational level, physical category, BPED, BASD, etc.

(3) *Frequency.* Prepared monthly as of the last day of the month. Completed for distribution by the 5th working day of the following month.

(4) *Distribution.* Original and 2d carbon copy to battalion. 1st carbon copy to company. 3d carbon copy to PRB/PRD. 4th carbon copy to Chief, PMB/PMD. 5th carbon copy for AMB/AMD.

d. Personnel Suspense Roster (Machine)
(DA Form 2474)

(1) *Purpose.* To provide notification that specific suspense actions are due or overdue, so that individual records may be updated.

(2) *Description.* Roster is prepared in two parts. Part I contains suspense actions that PSD must complete. Part II lists suspense actions that the unit must complete. Roster is prepared for each morning report unit; it shows name, SSAN, grade, and specific suspense action required for officer and enlisted personnel. Roster is accompanied by punched cards for each individual and suspense action to serve as the updating document.

(3) *Frequency.* Prepared monthly as of last day of the month. Completed for distribution by the 6th working day of following month.

(4) *Distribution.* Original, first four carbons, and suspense cards to Chief, PRB/PRD. Fifth carbon for AMB/AMD.

★6-4. **Special reports (punched card).** Using agencies should forward requests for personnel information or reports, not currently being provided, to the Chief, Personnel Service Division. The ADPE Work Request (DA Form 2749-R) (fig. 9-1-2.1) will be used to request special reports. DA Form 2749-R will be reproduced locally on 8- by 10½-inch paper. Punched card files must be updated with changes from source documents before any report can be produced. About 24 hours is required for this operation and this time factor must be considered when making requests for current data. Up to an additional 48 hours may be required to prepare, edit, assemble, and distribute the completed report, depending on its volume. If the request is for data not contained on punched cards, as listed in paragraph 6-2, the data normally cannot be furnished through the use of punched card machines. If the need develops, personnel data not maintained on punched cards may be collected, transcribed to the card, and the report prepared mechanically. However, it must be realized that collecting raw data and establishing punched cards for 15,000 troops is time consuming and lessened responsiveness must be expected. There-

fore, the need for additional data in punched card form must be made known as far as possible in advance of the date the completed report is required.

6-5. Recurring reports (manual). The following manually prepared reports will be furnished by the Personnel Service Division. The first five reports are prepared manually only when punched card equipment is not available. It is contemplated that as experience with the Personnel Support System increases, many of the current manual reports will become mechanized. These reports are considered to be the minimum necessary for efficient operation of division personnel administration. Additional reports may be required to meet local conditions or to meet the desires of commanders. However, requests for additional reports must be screened carefully to determine if the need for the report outweighs the administrative workload required to produce the report.

a. Personnel Information Roster (Manual).

(1) *Purpose and format.* This roster will have the same purpose and format as the punched card machine prepared roster (para 6-3).

(2) *Frequency.* It is prepared monthly as of the last day of the month.

(3) *Distribution.* The original and 3 copies are forwarded to the company or appropriate division staff section, the fourth copy is filed within the Personnel Management Branch, Personnel Service Division.

b. Personnel Inventory Report (Manual).

(1) *Purpose and description.* This report is made in three parts which have the same purpose as Parts I, II, and III of the punched card machine prepared report (para 6-3).

(2) *Frequency.* It is prepared monthly as of the last day of the month.

(3) *Distribution.*

(a) *Part I.* Copies are prepared for battalion and separate company headquarters and Personnel Management Branch.

(b) *Part II.* Copy prepared for Personnel Management Branch.

(c) *Part III.* Copies prepared for division G1, adjutant general and Personnel Management Branch.

★*c. Rescinded*

d. Identification of Enlisted Alien Personnel.

(1) *Purpose.* This report provides a current roster of enlisted aliens assigned to each unit of the division.

(2) *Description.* This is a roster of alien enlisted personnel assigned to each unit, showing name, grade, service number, duty MOS, and duty position.

(3) *Frequency.* It is prepared monthly as of the last day of the month.

(4) *Distribution.* Copies of the report are prepared for each company, battalion S2, the division G2, and the Personnel Service Division.

e. Educational Level Survey.

(1) *Purpose.* This report provides unit and battalion commanders, and the division G1 with the educational level of all assigned personnel.

★(2) *Description.* Shows number of officers, warrant officers, and enlisted personnel who have completed various levels of civilian education.

(3) *Frequency.* As required.

(4) *Distribution.* Copies are prepared for each unit, battalion headquarters, the division G1, and Personnel Service Division.

f. Consolidated Strength Report.

(1) *Purpose.* This report provides selected division staff officers with current division strengths.

★(2) *Description.* It provides the strength of the division by battalion showing authorized, operating, attached, etc., strengths of officers, warrant officers, and enlisted personnel, as extracted from morning reports.

(3) *Frequency.* Daily.

(4) *Distribution.* Copies of the report are provided for the division G1, adjutant general, and Personnel Service Division.

g. Officer Strength Report by Branch.

(1) *Purpose.* This report provides selected division staff officers with current officer strengths and assists in preparation of officer requisitions.

(2) *Description.* It is a report showing strengths of officers by unit, grade and branch.

(3) *Frequency.* Daily.

(4) *Distribution.* Copies of the report are

provided for the division G1, adjutant general, and Personnel Service Division.

h. Monthly Officers Roster.

(1) *Purpose.* This roster may be used as a locator and furnishes a ready reference for all division officers.

(2) *Description.* It is a roster of officers by battalion, providing selected information on each officer in the division.

(3) *Frequency.* The roster is prepared monthly as of the last day of the month.

(4) *Distribution.* Copies are furnished to all units and division staff sections.

i. Report of Savings Program (AR 608-15).

(1) *Purpose.* This report furnishes each commander information on the progress of the savings program within his unit.

★(2) *Description.* The report shows the number and percentage of personnel participating in the savings program and includes officer and enlisted personnel purchasing savings bonds, recapped by company and battalion.

(3) *Frequency.* It is prepared monthly as of the last day of the month.

(4) *Distribution.* Copies are provided for each company and battalion headquarters, the division savings officer, and Personnel Service Division.

6-6. Special reports (manual). Requesting agencies must screen carefully all requests for special reports to determine the urgency or necessity for the report before submitting it to the Personnel Service Division. They must realize that responsiveness to requests for special reports will be much slower when reports must be prepared manually. Requests for reports containing financial information normally will be made to the division finance officer. They will be referred to the Personnel Service Division only when the information required is not available in the finance office.

6-7. Teams. a. Special purpose teams.

(1) Special purpose teams will be sent to units from the Personnel Service Division to render personnel services for large groups of personnel when, in the opinion of the Chief of the Personnel Service Division, they can better be accomplished at the unit. Examples of such actions are—

(a) Outprocessing of large groups.

★(b) Rescinded.

(c) Personal affairs.

(2) The scheduling of special purpose teams will be coordinated by the Chief of the Personnel Service Division with the appropriate personnel staff noncommissioned officer. The size and composition of the special purpose teams should be determined by the type of action and the number of soldiers requiring service.

(3) The following examples are suggested guides for determining use of special purpose teams:

(a) *Outprocessing.* Use should be based on the forecast of losses.

(b) *Personal affairs.* Teams should be sent to units periodically on a schedule developed from experience with each unit.

(c) *Other actions.* A personnel staff noncommissioned officer may request special purpose teams from the Personnel Service Division when he feels processing of an action can be performed more profitably at the unit. He will coordinate with the team leader of the Personnel Service Division functional team primarily concerned with the action, giving information on the type of action and the number of soldiers involved.

(4) The personnel staff noncommissioned officer will provide an adequate work area and insure that the soldiers to be processed are present and possess all required documents.

★*b. Second echelon support teams*

(1) Second echelon support teams from the Personnel Service Division should be attached to units of battalion or larger size, when they are detached from the division for over 30 days. These teams should be composed of personnel from the Personnel Records, Personnel Management and Personnel Actions Branches of the Personnel Service Division. Normally they will be the clerks who maintain the personnel records of the detached unit. A typical battalion-size second echelon support team is shown in appendix 6-VI.

(2) Determination of the advisability of attaching a second echelon support team to a unit should be made by the division adjutant general, after considering the desires of the af-

affected commander. Two factors to consider in making the decision are the length of the detachment and the distance of the unit from the Personnel Service Division. Second echelon support teams should be attached to the unit only when a loss of efficiency would result from maintaining the records at the Personnel Service Division.

(3) When a battalion or brigade is attached to another division for a prolonged period (normally over 30 days), the second echelon support team should be integrated into the Personnel Service Division of the new division. However, if the battalion or brigade is detached for separate operations, the procedures in (a) and (b) below will be used.

(a) When a battalion is detached from the division, the second echelon support team will be attached to the battalion headquarters to form a battalion personnel section. In this case, the battalion personnel staff noncommissioned officer will function as a personnel sergeant and the battalion S1 as personnel officer.

(b) When a brigade with attached battalions is detached from the division, the second echelon support teams may be attached in either of two ways—

1. *Attached to brigade headquarters.* The brigade operates a personnel section for all assigned and attached units. The brigade

personnel staff noncommissioned officer should function as personnel sergeant and the brigade S1 as personnel officer. There should be no change in the functions of battalion personnel staff noncommissioned officers except that they should deal with the second echelon support team attached to brigade headquarters instead of with the Personnel Service Division.

2. *Attached to battalion headquarters.* Each battalion operates a separate personnel section as shown in (a) above, and the personnel records of the brigade headquarters are integrated with those of the battalion.

(4) The method of attachment to be used should be determined jointly by the division adjutant general and the affected brigade commander prior to detachment.

(5) When a unit is attached to another division, the individual punched cards are transferred to the new division with the other personnel records. When the unit operates separately, the cards will be retained by the parent division, and the detached unit will operate manually. The personnel section formed by the second echelon support team will act on documents received based on the authority delegated to the commander. Actions or documents requiring higher headquarters approval or action will be forwarded to the next higher headquarters for necessary action.

★APPENDIX 6-I

AUTOMATIC DATA PROCESSING EQUIPMENT

(ADPE) WORK REQUEST (DA FORM 2749-R)

1. **ADPE Work Request (page A6-2).** This form is designated to facilitate and control requests for ADPE services by using agencies. The form should be submitted in duplicate to the Chief of the Personnel Service Division (PSD), who will provide such assistance as may be necessary for its completion. A brief explanation to the requesting agency for the completion of the ADPE Work Request follows:

| <i>Item No.</i> | <i>Title</i> | <i>Entry</i> |
|-----------------|------------------------------|--|
| | DATE | Date the request is initiated. |
| | AMB/AMD CONTROL NO. | Number assigned by the AMB/AMD for request control purposes. |
| | TO | Chief, PSD or CO, PSC. |
| | FROM | Self-explanatory. |
| 1. | JOB REQUESTED | Check in appropriate box to show that the request is for one-time or recurring service. |
| 2. | TITLE OF JOB | Descriptive title for the requested service. |
| 3. | PERSONNEL OR UNITS CONCERNED | Checks in appropriate boxes to identify types of personnel to whom the request applies; suspense data or other data desired; and units to which the request applies. |
| 4. | ADDITIONAL QUALIFYING DATA | Explained on DA Form 2749-R. |
| 5. | SPECIFICATIONS: | |
| | a. SERVICE REQUESTED | Check in appropriate box to show the format of requested service (summarized information is considered as a statistical report). Number of copies desired. Sequence of data (e.g., alphabetically by grade or unit; alphabetically within grade, MOS, and unit). |
| | b. FREQUENCY | Check in appropriate box to show frequency of requested service. |
| | c. DATA | Specific data to be included on completed job (e.g., unit designation, column headings, individual names, MOS, service numbers, grades, authorizations, sub-totals, or totals). |
| | d. EFFECTIVE DATE | Date on which the requested data is to be current (i.e., as of 2400 hours on the date specified). |
| | e. DUE DATE | Explained by Note 4 on DA Form 2749-R. |
| 6. | DISTRIBUTION | Description of each item, if requested service includes several parts or listings. Num- |

APPENDIX 6-I--Continued

DESCRIPTION OF USE
REMARKS

ber of copies to be distributed to each recipient. Identity of each recipient. Method of distribution (e.g., routine messenger service, special courier, or telephone).

Explained on DA Form 2749-R.

Statements deemed appropriate, such as reference to telephone calls, authority for the request, and clarifying information not shown elsewhere on the request.

NAME, TITLE, AND
SIGNATURE

Self-explanatory.

2. Use of form. On receipt of the completed ADPE Work Request, the Chief of the PSD will determine the action to be taken and return the duplicate copy to the initiator. Use of this work request is not intended to limit request for ADPE service but is to serve as a guide for using agencies to insure they obtain needed information in the desired format. The ADPE Work Request will also provide the necessary controls and information to establish machine procedures, scheduling, and distribution. Use of this form does not preclude verbal requests for machine services when the urgency of the request may demand immediate action. Telephone request for items of data on an individual may be made at any time.

APPENDIX 6-I-Continued

| | | |
|--|--|--|
| ADPE WORK REQUEST | DATE | AMB/AMD CONTROL NUMBER |
| TO: | | FROM: |
| 1. JOB REQUESTED (Check appropriate block.). <input type="checkbox"/> SPECIAL <input type="checkbox"/> RECURRING | | 2. TITLE OF JOB |
| 3. PERSONNEL OR UNITS CONCERNED (Check applicable block(s)). | | |
| <input type="checkbox"/> OFFICER <input type="checkbox"/> WARRANT OFFICER <input type="checkbox"/> ENLISTED <input type="checkbox"/> ACCOUNTABLE <input type="checkbox"/> ATTACHED <input type="checkbox"/> ABSENT <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> SUSPENSE DATA (Specify) <input type="checkbox"/> QUALIFICATIONS DATA (Specify) <input type="checkbox"/> OTHER (Specify) | <input type="checkbox"/> UNIT(S) <input type="checkbox"/> DIVISION <input type="checkbox"/> BRIGADE <input type="checkbox"/> BATTALION <input type="checkbox"/> COMPANY <input type="checkbox"/> SECTION <input type="checkbox"/> DETACHMENT <input type="checkbox"/> OTHER (Specify) | |
| 4. ADDITIONAL QUALIFYING DATA (Describe fully all necessary data or requirements to be used in the elimination or selection of the personnel or units indicated.) | | |
| 5. SPECIFICATIONS | | |
| a. SERVICE REQUESTED | | b. FREQUENCY |
| | COPIES | <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> ONE-TIME <input type="checkbox"/> OTHER (Specify) |
| <input type="checkbox"/> ROSTER/LISTING | SEQUENCE | |
| <input type="checkbox"/> STATISTICAL REPORT | | |
| <input type="checkbox"/> PUNCHED CARDS | | |
| <input type="checkbox"/> OTHER (Specify) | | |
| c. DATA (Specify data to be indicated on cards, rosters/listings or reports.). | | |
| d. EFFECTIVE DATE (As of date) | | e. DUE DATE (See Note 4 on reverse.) |
| 6. DISTRIBUTION BY AMB/AMD (List each copy) | | |
| DESCRIPTION OF ITEM | COPIES | RECIPIENT |
| | | METHOD |
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APPENDIX 6-I-Continued

| | | | |
|--|--|--|--|
| DESCRIPTION OF USE (Include a brief statement of what the report will be used for.) | | | |
| REMARKS | | | |
| TYPED NAME AND TITLE OF REQUESTING PERSONNEL | SIGNATURE OF REQUESTING PERSONNEL | | |
| <p style="text-align: center;">NOTES</p> <table border="0"><tr><td style="vertical-align: top;"><p>1. Separate Work Requests are required for each job or parts thereof containing separate specifications.</p><p>2. Identified samples of completed job or report format may be submitted if deemed necessary.</p><p>3. The Personnel Svc Div/Co will return one copy of the Work Request as acknowledgment indicating action</p></td><td style="vertical-align: top;"><p>to be taken and any changes due to technical necessity.</p><p>4. "Due Date" is date completed work is due in the hands of the requesting agency. Consideration must be given to the volume of job and prior requirements placed on the AMB/AMD. Normally 72 hours will be the minimum time in which a punched card report can be prepared.</p></td></tr></table> | | <p>1. Separate Work Requests are required for each job or parts thereof containing separate specifications.</p> <p>2. Identified samples of completed job or report format may be submitted if deemed necessary.</p> <p>3. The Personnel Svc Div/Co will return one copy of the Work Request as acknowledgment indicating action</p> | <p>to be taken and any changes due to technical necessity.</p> <p>4. "Due Date" is date completed work is due in the hands of the requesting agency. Consideration must be given to the volume of job and prior requirements placed on the AMB/AMD. Normally 72 hours will be the minimum time in which a punched card report can be prepared.</p> |
| <p>1. Separate Work Requests are required for each job or parts thereof containing separate specifications.</p> <p>2. Identified samples of completed job or report format may be submitted if deemed necessary.</p> <p>3. The Personnel Svc Div/Co will return one copy of the Work Request as acknowledgment indicating action</p> | <p>to be taken and any changes due to technical necessity.</p> <p>4. "Due Date" is date completed work is due in the hands of the requesting agency. Consideration must be given to the volume of job and prior requirements placed on the AMB/AMD. Normally 72 hours will be the minimum time in which a punched card report can be prepared.</p> | | |

APPENDIX 6-II
PERSONNEL INVENTORY REPORT

[illegible]

PERSONNEL INVENTORY REPORT—Continued

[illegible]

DA FORM 2471, 1 JUN 63

REPLACES EDITION OF 1 OCT 61, WHICH MAY BE USED.

28 May 1969

C 2, AR 600-17

PERSONNEL INVENTORY REPORT—Continued

[illegible]

DA FORM 2471, 1 JUN 63

REPLACES EDITION OF 1 OCT 61, WHICH MAY BE USED.

28 May 1969

PERSONNEL INVENTORY REPORT-Continued

| REPORT TITLE | | EFFECTIVE DATE | | GRADE | | | | | | | | | | MISCELLANEOUS STRENGTH | |
|--|------|-------------------|----------------|-------|------|----------|------|-------|-----|------|---------|-------|---------|------------------------|--|
| PERSONNEL INVENTORY REPORT PART II ENLISTED | | 30 SEPTEMBER 1968 | | GEN. | COL. | LT. COL. | MAJ. | CAPT. | LT. | W.O. | | | | | |
| ORGN | PMOS | DMOS | P/P-YES | E-9 | E-8 | E-7 | E-6 | E-5 | E-4 | E-3 | E-2/E-1 | TOTAL | REMARKS | | |
| | 11B4 | 11B4 | ASGD | | | 3- | 3- | 18- | | | | 3 | 30- | | |
| | | | PMOS-DMOS SAME | | | | | | | | | | | | |
| AMU | 11B4 | AUTH | | | | 3 | 12 | 18 | | | | 33 | | | |
| | 11B4 | 11B4 | ASGD | | | 3- | 10- | 18- | | | | 2 | 31- | | |
| | | | PMOS-DMOS SAME | | | | | | | | | | | | |
| AMU | 11B4 | AUTH | | | | | 1 | 2 | | | | 3 | | | |
| | 11B4 | 11B4 | ASGD | | | | 1- | 1- | | | | 1 | 2- | | |
| | | | PMOS-DMOS SAME | | | | | | | | | | | | |
| AMU | 11B4 | AUTH | | | | 3 | 12 | 18 | | | | 33 | | | |
| | 11B4 | 11B4 | ASGD | | | | 2 | | | | | 2 | | | |
| | 11B4 | 11B4 | ASGD | | | 4 | 5 | 14 | 1 | | | 24 | | | |
| | 11B4 | ASGD | P/P-YES | | | | | | 1 | | | 1 | | | |
| | 11B4 | ASGD | P/P-NO | | | 1 | 5- | 3- | 7 | 9 | | 8 | 2 | | |
| | | | PMOS-DMOS DIFF | | | | | | | | | | | | |
| | 11B4 | LOSSES | 2ND MONTH | | | | | | 1 | | | 1 | | | |
| | 11B4 | LOSSES | 3RD MONTH | | | | | | 1 | | | 2 | | | |
| | 11B4 | LOSSES | 4TH MONTH | | | | | | 1 | | | 1 | | | |
| | 11B4 | LOSSES | 5TH MONTH | | | | 1 | | 2 | | | 3 | | | |
| | 11B4 | LOSSES | 6TH MONTH | | | | | 2 | | | | 2 | | | |
| | 11B4 | LOSSES | 7TH MONTH | | | | | 1 | 1 | | | 2 | | | |
| AMU | 11C1 | AUTH | | | | | | | | 34 | | 34 | | | |
| | 11C1 | 11C1 | ASGD | | | | | | 1 | 7 | 2 | 10 | | | |
| | | | PMOS-DMOS SAME | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
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REPLACES EDITION OF 1 OCT 61, WHICH MAY BE USED.

DA FORM 2471, 1 JUN 63

PERSONNEL INVENTORY REPORT—Continued

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REPLACES EDITION OF 1 OCT 61, WHICH MAY BE USED.

PERSONNEL INVENTORY REPORT--Continued

[illegible]

DA FORM 2471, 1 JUN 63

REPLACES EDITION OF 1 OCT 61, WHICH MAY BE USED.

PERSONNEL INVENTORY REPORT--Continued

| REPORT TITLE | | EFFECTIVE DATE | | GRADE | | | | | | | | | | MISCELLANEOUS STRENGTH | |
|--|------|-------------------|-----------|-------|------|----------|------|-------|-----|------|---------|-----|---------|------------------------|--|
| PERSONNEL INVENTORY REPORT PART IV ENLISTED | | 30 SEPTEMBER 1968 | | | | | | | | | | | | | |
| ORGN | PMOS | DMOS | | GEN. | COL. | LT. COL. | MAJ. | CAPT. | LT. | W.O. | TOTAL | | REMARKS | | |
| | | | | E-9 | E-8 | E-7 | E-6 | E-5 | E-4 | E-3 | E-2/E-1 | | | | |
| AMW AO A | 11B1 | AUTH | | | | | | | | | 35 | 35 | | | |
| | 11B1 | ASGD | P/P-NO | | | | | | | 2 | 2 | 4 | | | |
| | 11B1 | ASGD | P/P-NO | | | | | | 1 | | 1 | 2 | | | |
| | | | | | | | | | 1 | 33- | 3 | 29- | | | |
| | 11B1 | LOSSES | 7TH MONTH | | | | | | | | 1 | 1 | | | |
| AMW AO A | 11B2 | AUTH | | | | | | | 53 | | | 53 | | | |
| | 11B2 | ASGD | P/P-YES | | | | | | 1 | | | 1 | | | |
| | 11B2 | ASGD | P/P-NO | | | | | | 7 | 3 | | 10 | | | |
| | 11B2 | ASGD | P/P-YES | | | | | 1 | | | | 1 | | | |
| | 11B2 | ASGD | P/P-NO | | | | | 2 | 2 | 4 | 1 | 9 | | | |
| | | | | | | | | 1 | 43- | 7 | 1 | 32- | | | |
| | 11B2 | LOSSES | 2ND MONTH | | | | | 1 | 2 | | | 3 | | | |
| | 11B2 | LOSSES | 3RD MONTH | | | | | | 1 | | | 1 | | | |
| | 11B2 | LOSSES | 5TH MONTH | | | | | | | 2 | | 2 | | | |
| | 11B2 | LOSSES | 6TH MONTH | | | | | | | 1 | | 1 | | | |
| | 11B2 | LOSSES | 7TH MONTH | | | | | | 1 | | | 1 | | | |
| AMW AO A | 11B4 | AUTH | | | | | | | | | | 33 | | | |
| | 11B4 | ASGD | P/P-YES | | | | | | | | | 2 | | | |
| | 11B4 | ASGD | P/P-NO | | | | | | | | | 3 | | | |

DA FORM 2471, 1 JUN 63

REPLACES EDITION OF 1 OCT 61, WHICH MAY BE USED.

APPENDIX 6-III PERSONNEL INFORMATION ROSTER

| ORGANIZATION | | | | FT BRAGG 3NC AA ABF A COMPANY HQ/RTS | | | | EFFECTIVE DATE 01 FEB 1968 | | | | PERSONNEL INFORMATION ROSTER | | | | |
|--------------|------------|------------|------------|---|-------------|----------------|------------------|-------------------------------|--------------|-----------------------|-------------------|------------------------------|-----------------|------------|---------------------|---------------|
| AC CO | 0082 AG | CO ADMIN | 01 00 | TOE PAR LINE | AUTH MOS | PRIMARY MOS | SECONDARY MOS | GRADE ACTUAL | GRADE PRO | NAME OF INDIVIDUAL | SERVICE NUMBER | DATE OF RANK | DATE OF LOSS | TOTALS | OVER OR SHORT | R E M A R K S |
| ASGD | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 | AS 0 1 0 1 |
| AS 0 1 0 1 | 02900 | 02900 | 02900 | 02900 | 02900 | 02900 | 02900 | CPT | CPT | CRUM CHARLES A | 0387412098 | 20 1 62 15 | 12 72 1 | 1 | | |
| AS 0 1 0 2 | 02900 | 02900 | 02900 | 02900 | 02900 | 02900 | 02900 | LT | LT | EXECUTIVE OFFICER | | | | 1 | | |
| AS 0 1 0 3 | 02900 | 02900 | 02900 | 02900 | 02900 | 02900 | 02900 | 1LT | 1LT | SULLIVAN GUY S | 0665879410 | 16 5 65 2 | 12 68 1 | 1 | | |
| AS 0 1 0 4 | 71150 | 71150 | 71150 | 71150 | 71150 | 71150 | 71150 | 1SG | 1SG | FIRST SERGEANT | | | | 1 | | |
| AS 0 1 0 5 | 71150 | 71150 | 71150 | 71150 | 71150 | 71150 | 71150 | 1SG | 1SG | HOLLAND JAMES D | E742058963 | 14 2 65 23 | 12 70 1 | 1 | | |
| AS 0 1 0 6 | 94840 | 94840 | 94840 | 94840 | 94840 | 94840 | 94840 | MSG | MSG | CH MESS STEWARD | | | | 1 | | |
| AS 0 1 0 7 | 94840 | 94840 | 94840 | 94840 | 94840 | 94840 | 94840 | MSG | MSG | KAYWOOD JOHN A | E221478502 | 5 10 65 13 | 5 70 1 | 1 | | |
| AS 0 1 0 8 | 76K40 | 76K40 | 76K40 | 76K40 | 76K40 | 76K40 | 76K40 | SFC | SFC | SUPPLY SERGEANT | | | | 1 | | |
| AS 0 1 0 9 | 76K40 | 76K40 | 76K40 | 76K40 | 76K40 | 76K40 | 76K40 | SFC | SFC | DAVIS LYNNWOOD D | E479305410 | 23 12 65 2 | 11 68 1 | 1 | | |
| AS 0 1 0 10 | 63B40 | 63B40 | 63B40 | 63B40 | 63B40 | 63B40 | 63B40 | SGT | SGT | MOTOR SERGEANT | | | | 1 | | |
| AS 0 1 0 11 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | SP5 | SP5 | FIRST COOK | | | | 1 | SHORT | |
| AS 0 1 0 12 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | SP5 | SP5 | WICK JEFFERY I | E235870256 | | | 1 | * | |
| AS 0 1 0 13 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | SP4 | SP4 | DIAZ-PANCHO JUAN | E860247981 | 13 8 66 25 | 11 68 1 | 2 | SHORT | |
| AS 0 1 0 14 | 76K30 | 76K30 | 76K30 | 76K30 | 76K30 | 76K30 | 76K30 | SP4 | SP4 | WILSON JAMES N | E787421054 | 11 12 67 5 | 9 68 1 | 1 | OVER | |
| AS 0 1 0 15 | 71H20 | 71H20 | 71H20 | 71H20 | 71H20 | 71H20 | 71H20 | SP4 | SP4 | COMPANY CLERK | | | | 1 | | |
| AS 0 1 0 16 | 71H20 | 71H20 | 71H20 | 71H20 | 71H20 | 71H20 | 71H20 | SP4 | SP4 | MEYER DAVID F | E045572183 | 23 1 67 12 | 12 69 1 | 1 | | |
| AS 0 1 0 17 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | SP4 | SP4 | COOK | | | | 4 | | |
| AS 0 1 0 18 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | SP4 | SP4 | BLACK WALON C | E742133896 | 1 2 68 2 | 1 69 1 | 1 | | |
| AS 0 1 0 19 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | SP4 | SP4 | BONAT EDWARD D | E489005123 | 23 1 67 14 | 3 69 1 | 1 | | |
| AS 0 1 0 20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | SP4 | SP4 | CUTMAN DANIEL T | E474510895 | 5 12 67 18 | 11 68 1 | 1 | | |
| AS 0 1 0 21 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | SP4 | SP4 | KIGGINS BERLIN A | E778905410 | 23 5 67 5 | 9 69 1 | 1 | | |
| AS 0 1 0 22 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | 94B20 | SP4 | SP4 | WHITE GERALD E | E335418904 | 6 23 67 7 | 12 68 1 | 1 | OVER | |
| AS 0 1 0 23 | 71B20 | 71B20 | 71B20 | 71B20 | 71B20 | 71B20 | 71B20 | SP4 | SP4 | MAINTENANCE D S | | | | 1 | | |
| AS 0 1 0 24 | 71B20 | 71B20 | 71B20 | 71B20 | 71B20 | 71B20 | 71B20 | SP4 | SP4 | CHEST THOMAS A K | E220547890 | 12 5 67 2 | 1 69 1 | 1 | | |
| AS 0 1 0 25 | 76K20 | 76K20 | 76K20 | 76K20 | 76K20 | 76K20 | 76K20 | SP4 | SP4 | POWERMEN | | | | 1 | SHORT | |
| AS 0 1 0 26 | 76P20 | 76P20 | 76P20 | 76P20 | 76P20 | 76P20 | 76P20 | SP4 | SP4 | UNIT SUPPLY SP | | | | 1 | | |
| AS 0 1 0 27 | 63A10 | 63A10 | 63A10 | 63A10 | 63A10 | 63A10 | 63A10 | PFC | PFC | FOXTRIT CLARENCE T | E645078912 | 23 4 67 15 | 9 68 1 | 1 | * | |
| AS 0 1 0 28 | | | | | | | | | | HARRIS JOHN O | E463017890 | 24 11 67 16 | 8 68 1 | 1 | OVER | |

REPLACES EDITION OF 1 OCT 61, WHICH MAY BE USED.

DA FORM 2472, 1 JUN 63

C2,

28 May 1969

APPENDIX 6-V
PERSONNEL SUSPENSE ROSTER

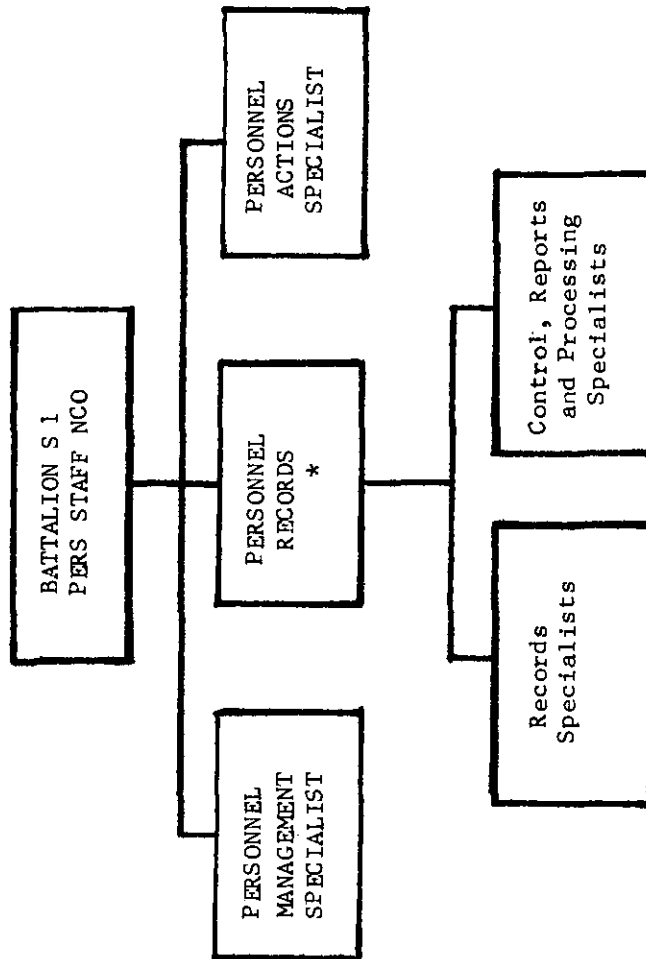
[illegible]

28 May 1969

APPENDIX 6-VI

TYPICAL SECOND ECHELON SUPPORT TEAM

DESIGNED TO SUPPORT A DETACHED BATTALION



* AN NCO (E6) FROM THE RECORDS BRANCH OF THE PERSONNEL SERVICE DIVISION WILL ASSUME CHARGE OF THE ENTIRE TEAM FROM THE TIME IT IS DETACHED FROM THE PSD UNTIL IT IS REPORTED TO THE RESPONSIBLE S-1. THIS NCO WILL AGAIN ASSUME CHARGE OF THE TEAM UPON DETACHMENT FROM THE BATTALION AND WILL RETAIN CONTROL OF IT UNTIL IT IS RETURNED TO THE PHYSICAL CONTROL OF THE CHIEF, PSD.

CHAPTER 7

CONTROL OF VISITS TO THE PERSONNEL SERVICE DIVISION

7-1 General. One important factor in increasing operational effectiveness of the Personnel Service Division is the control of visits by soldiers. Responsibility for controlling these visits rests jointly with the Personnel Service Division and the unit to which the soldier is assigned. If it is necessary for a soldier to visit the Personnel Service Division, the following will be observed:

a. Visits will be limited to the afternoon hours only, except in emergencies.

b. Visits will be by appointment only. Procedures for scheduling appointments are contained in paragraph 7-3.

7-2 Use of inquiry form letter. Upon receipt of a request from a soldier for information or data that cannot be handled by telephone or is not available in the unit, consideration should be given to obtaining the information by use of an inquiry form letter. An inquiry form letter of the type shown in appendix 7-I is a locally reproduced form letter upon which the soldier places certain basic data to identify himself and his unit, and then states specifically the nature of his inquiry. The inquiry form letter is then sent direct to the Personnel Service Division where the inquiry is answered and the completed form letter is returned to the soldier concerned.

7-3 Scheduling appointments. a. If a soldier states he wishes to visit the Personnel Service Division on a business matter, appointments will be made in the following manner:

- (1) The soldier will request an appointment to visit the Personnel Service Division through his first sergeant.
- (2) If the first sergeant cannot furnish the required information, he should consider the factors listed below. If necessary he should then contact the personnel staff

noncommissioned officer at his next higher headquarters to inform him of the request.

- (a) Is the information available within the unit?
- (b) Can the information be obtained by telephone?
- (c) Can the information be obtained within a reasonable time by use of an inquiry form letter?
- (3) If the personnel staff noncommissioned officer cannot furnish the required information, he will contact the appropriate specialist at the Personnel Service Division and arrange an appointment for the soldier to visit the Personnel Service Division.
- (4) Upon notification of the appointment from the personnel staff noncommissioned officer, the first sergeant will prepare an Appointment Format (app. 7-II) and have the soldier report to the personnel staff noncommissioned officer at a specified time to meet his transportation, if transportation is required.
- (5) The personnel staff noncommissioned officer will make all necessary arrangements for transportation to and from the Personnel Service Division for those soldiers scheduled for appointment.
- (6) Emergencies will be handled on an individual basis.

b. Appointment Format (app. 7-II) must be examined to insure that there has been no deliberate waste of time by individuals concerned, and to determine if there is a pattern to the reasons for the visits to the Personnel Service Division. If there is, the Personnel Service Division should be notified so that corrective action may be taken.

APPENDIX 7-I

SAMPLE INQUIRY FORM LETTER

(Heading)

SUBJECT: Request for Information

(Date)TO: CG, _____ Division
ATTN: __________
(Last Name, first name, initial) (Grade) (Service Nr)Request the following information be provided on/for the above
named soldier:_____

(Initials of Co Clerk or 1st Sgt) (Signature of Requestor)

1st Ind

TO: FROM: CG, _____ Division DATE:

() Requested information is not available. If the requested information is still desired it may be requested from _____.

() Requested information is furnished below:

(Signature and title)

FL XXX (Date)

APPENDIX 7-II **APPOINTMENT FORM**

| APPOINTMENT FORMAT | | | |
|--|------------------|------------------------------------|-------------------|
| (Last Name, First Name, Initial) | | (Service Nr) | Unit |
| Appointment with: _____ | | Location _____ | Date & Time _____ |
| (Name) | | (Bldg nr) | |
| Reason for appointment _____ | | | |
| | | | |
| (Signature of First Sergeant) | | (Signature of Personnel Staff NCO) | |
| Time left unit | Time arrived PSD | Time left PSD | Time arrived unit |
| <div style="text-align: center;"> _____ (Signature of Team Leader PSD) </div> | | | |
| THIS FORM MUST BE PRESENTED TO THE FIRST SERGEANT | | | |

CHAPTER 8

DOCUMENT ROUTING

8-1. General. *a.* To insure that the division personnel support system operates effectively and efficiently, Part II contains standing operating procedures to be followed in the processing of personnel matters. Not all actions or documents that may occur or originate in a unit are covered by specific procedures. Only those most common have been standardized. These procedures are broken down into specific actions to be taken at various levels of command by the company clerk and the battalion or brigade personnel staff noncommissioned officer. The numbering sequence used in these procedures is a series of three numbers, each separated by a dash and representing definite items.

(1) The first number represents both the chapter where the procedure is to be found, and the specific level of command represented, i.e., 9 is Brigade, 10 is Battalion and 11 is Company.

★(2) The second number enables the procedures to be subdivided into functional areas as follows:

| <i>Code digit</i> | <i>Functional</i> |
|-------------------|--|
| 1 | Personnel Management |
| 2 | Personnel Actions and Personal Affairs |
| 3 | (Rescinded) |
| 4 | Records |
| 5 | General Administration |

(3) The third number is the specific procedure to be followed, e.g., Procedure 9-1-1 is the first procedure under Personnel Management at Brigade level, and Procedure 11-4-3 is the third procedure under Records at Company level.

Procedures established for higher level organizations, i.e., brigades or battalions, are based on document routing channels in appendix 8-I. If a document is to bypass a headquarters, no

procedure for processing that document at that level was written.

b. No specific procedure has been written covering requests from unit commanders for personnel records from the Personnel Service Division. These requests will be handled by either a telephone or written request from the commander concerned or his representative to the appropriate records clerk in the composite team. An informal control method to account for these records will be devised between the records team leader and the personnel staff noncommissioned officer serving the unit.

8-2. Document routing channels. *a.* Under the concept of a consolidated personnel section, with all personnel records maintained at a central location and the elimination of unit personnel sections at lower levels, it became necessary to review the existing channels through which documents flow for action. As a result of this review and considering the location of personnel records, it is apparent that routing channels for documents must be specified to insure that the concept works efficiently and speedily. In developing document routing channels, the following factors were considered:

(1) Removal of personnel records to a higher headquarters means they are no longer available at lower headquarters to check documents.

(2) Lack of personnel to handle routine clerical operations.

(3) Whether the unit actually needs to act on the document or whether it is merely a source of "nice to know" information.

(4) Removal of the personnel records to a higher headquarters automatically withdraws approval authority for certain actions.

(5) Whether the document or action affects combat efficiency of the unit or is merely routine administration.

(6) Requirements of existing Army directives.

(7) Brigade, Division Artillery and Support Command are primarily tactical units, not administrative.

b. Based on the considerations in *a* above, three general channels have been developed for the routing of documents:

(1) Direct from companies to the Personnel Service Division.

(2) From companies through battalions to the Personnel Service Division, bypassing major subordinate commands.

(3) From companies through battalions and major subordinate commands to the Personnel service Division.

c. Appendix 8-I prescribes routing channels for most documents initiated at company level. If a document or action originates that is not listed in the appendix, the appendix may be used as a guide to the general flow pattern of documents through channels and the new document fitted into the routing channel as seems appropriate. The underlying principle on which routing channels are based is that each commander must be allowed the prerogative of influencing personnel actions which potentially or actually bear on the combat effectiveness of his command. Routing channels could not be specified for certain types of documents, therefore, routings for these documents are explained by a legend extending across the last three columns.*

(1) On the Document Routing Channels

*The document routing channels are those suggested for garrison or peacetime operation. Under combat conditions where attachments to brigades will change rapidly there will have to be modifications made to the routings. It is recommended that under combat conditions divisional brigades, except for Division Artillery and Support Command, be removed from the administrative chain completely, except for their headquarters companies. Thus under these conditions, the document routing channels, appendix 8-I, will be changed to eliminate the last column completely, all X's in that column to be transferred to the next column headed (Co—Bn—PSD). There will then be only two channels for the maneuver units, direct from company to PSD or from company to battalion to PSD. Division Artillery and Support Command will continue to operate as usual.

Chart (app. 8-I), the first column lists the documents alphabetically by functional group.

(2) The next column is headed Co—PSD. An "X" in this column means the document is sent from company direct to the Personnel Service Division.

(3) The third column is headed Co—Bn—PSD. An "X" in this column means the document is sent from the company to battalion and then to the Personnel Service Division.

★(4) The last column is headed Co—Bn—Bde—PSD. An "X" in this column means the document is sent from company to battalion, to brigade, to the Personnel Service Division.

(5) Whenever the word "Info" is used in a column following an "X" in a previous column, it means the document is sent direct to the unit specified by the "X" but an information copy of the basic document is sent to the headquarters, specified by the word "Info."

d. Separate divisional battalions will forward all documents they receive or initiate, which require higher headquarters approval, direct to the Personnel Service Division regardless of routing channels. Those explained by a legend will follow that route prior to going to the Personnel Service Division.

★*e.* Separate nondivisional brigades may use appendix 8-I by eliminating the last column (Co—Bn—Bde—PSD) completely, all X's in that column to be transferred to the preceding column to read "Co—Bde". Documents or actions which require approval authority not delegated to the separate brigade will be forwarded to the brigade's next higher headquarters for necessary action.

f. The procedure in *e* above would also apply to a divisional brigade with its attached battalions, being supported by a second echelon support team, while detached from the division for separate operations.

g. If a divisional battalion is detached for separate operations and is being supported by a second echelon support team, all documents will go from company to battalion. The battalion will forward those requiring approval to the next higher headquarters.

★APPENDIX 8-I

DOCUMENT ROUTING CHANNELS

| <i>Subject of document</i> | <i>Co PSD</i> | <i>Co bn PSD</i> | <i>Co bn bdc PSD</i> |
|---|--------------------------------------|-------------------------------|----------------------------------|
| 1. Absence (leave or pass). Unit normally approves without referral except: | | | |
| a. Excess leave | X | | |
| b. All officers and headquarters staff NCO's | | As required by local policy. | |
| c. Countries outside CONUS | | X | |
| 2. Appointment or reduction of EM: | | | |
| a. Permanent appointment of EM | | Unit to appointing authority. | |
| b. Reduction of EM | | Unit to appointing authority. | |
| c. Temporary appointment of EM | | Unit to appointing authority. | |
| 3. Assignment, reassignment: | | | |
| a. Reassignment | | X | |
| b. Curtailment or extension of foreign service tour | X | Info | |
| c. Deferment from overseas levy | | X | |
| d. Exchange assignment | | X | |
| e. Intradivisional reassignment | | X | |
| f. Permissive assignment | | X | |
| g. Special assignments (MAAG, ROTC, etc.) | As required by pertinent regulation. | | |
| h. Volunteer for foreign service | X | Info | |
| 4. Awards and decorations: | | | |
| a. Awards and decorations other than Good Conduct Medal | | | X |
| b. Good Conduct Medal | X | | |
| 5. Classification actions: | | | |
| a. Army Language Testing | X | | |
| b. On-the-job training | X | Info | |
| c. Pro-pay, granting or withdrawal | X | Info | |
| d. Reclassification | | X | |
| e. Retest in Army Classification Battery | X | | |
| 6. Deaths: | | | |
| a. Casualty reports | | X | Info |
| b. Letters to next of kin | X | Info | |
| 7. Separations: | | | |
| a. Dependency discharge | | X | |
| b. Early separation | | X | |
| c. Elimination of homosexual | | X | |
| d. Elimination of unfit and unsuitable | | X | |
| e. Hardship discharge | | X | |
| f. Home of record, separation | X | | |
| g. Retirement (EM only) | X | Info | |
| 8. Enlistment, reenlistment: | | | |
| a. Bar from reenlistment | | | X |
| b. Discharge and reenlistment | | X | |
| c. Extension of enlistment | | X | |
| d. Waiver for reenlistment | | X | |
| 9. Officer actions: | | | |
| a. Appointment RA officer and warrant officer | | | X |
| b. Appointment USAR officer and warrant officer | | | X |

| <i>Subject of document</i> | <i>Co PSD</i> | <i>Co bn PSD</i> | <i>Co bn bde PSD</i> |
|---|---|--------------------------|----------------------------------|
| c. Branch transfer | | | X |
| d. Category declination or renewal | | | X |
| e. Elimination of substandard officer | | | X |
| f. Relief from active duty | | | X |
| g. Resignation | | | X |
| h. Retirement | | | X |
| i. Temporary promotion of officer and warrant officer | | | X |
| 10. Reports: | | | |
| a. AWOL, inventory of personal property | X | | |
| b. AWOL reports | X | Info | Info |
| c. Enlisted Efficiency Report | Rater to indorser to unit CO to PSD. | | |
| d. Desertion report | X | Info | Info |
| e. Enlisted Conduct and Efficiency Report | X | | |
| f. Morning Report | | X | Info |
| g. Officer Efficiency Report | As required by rater, indorser and review channels. | | |
| h. Personnel Daily Summary | | | X |
| i. Verified Personnel Information Roster | X | | |
| 11. School or special training: | | | |
| a. Airborne training | X | | |
| b. Civil schools | Indorse by immediate and next higher command. | | |
| c. Officer Candidate School application | | | X |
| d. Ranger training | X | | |
| e. Service schools | | X | |
| f. Special Forces training | X | | |
| 12. Special actions: | | | |
| a. Army Emergency Relief | Headquarters with Army Emergency Relief Officer. | | |
| b. Change of name, service number, date of birth | X | | |
| c. Dependents ID cards | X | | |
| d. Dependents travel | X | | |
| e. Eligibility for mortgage insurance | X | | |
| f. ID cards | X | | |
| g. ID tags | X | | |
| h. Letters of Indebtedness (Civilian and Military) | As required by local policy. | | |
| i. Medical/dental records | X | | |
| j. Medical examination and immunization notification | X | | |
| k. Orders, issuance of | | X | |
| l. Request for information | X | | |
| m. Retired Serviceman's Family Protection Plan | X | | |
| n. Security clearance | | X | |
| o. Social security number, new or change | X | | |
| p. Suspension of favorable personnel actions | X | Info | Info |

PART TWO. PROCEDURES

CHAPTER 9.

PROCEDURES AT BRIGADE LEVEL

Section I. GENERAL

★9-1. General. *a.* The operating procedures detailed in this chapter will be followed by personnel staff noncommissioned officers of brigade-size units to standardize and simplify procedures for implementing the division personnel support system. The procedures do not cover every conceivable type of personnel action, reports, etc., that could be initiated at company level and channeled through brigade headquarters. Rather, they represent the most common actions which will be routed through brigade headquarters.

b. Certain procedures previously included in this chapter have been rescinded and reference is made to comparable procedures in DA Pam 600-8 for information and general guidance in processing personnel management and administrative actions. These procedures are listed below:

| <i>AR 600-17</i> | <i>Refer to</i> | <i>DA Pam 600-8</i> |
|--|---|---------------------|
| <i>Pro. 9-2-1, Officer Efficiency Reports</i> | <i>Pro. 4-12, Preparation, Processing and Recording of Officer Reports</i> | |
| <i>Pro. 9-2-2, Report for Suspension of Favorable Personnel Action</i> | <i>Pro. 4-15, Administrative Actions to Suspend Favorable Personnel Actions</i> | |

9-2. Action initiated at brigade level. The procedures to follow for actions initiated by brigade headquarters and headquarters companies (and required to be routed to the next higher headquarters) will be found in chapter 10. In those cases the brigade personnel staff NCO functions in relation to the headquarters and headquarters company exactly as the battalion personnel staff NCO functions in relation to the companies of the battalion.

9-3. Exceptions. If a request for some type of action is received that is not covered by a written procedure, the personnel staff NCO will check the applicable regulation(s). In case the meaning or the procedure to be followed is not clear, he will contact the Personnel Service Division for advice or guidance.

Section II. PERSONNEL MANAGEMENT PROCEDURES**Procedure 9-1-1****AUS AND USAR PROMOTION TO CAPTAIN, FIRST LIEUTENANT
AND CHIEF WARRANT OFFICER (CW2)****★1. Reference.**

- a. AR 135-155
- b. AR 135-158
- c. AR 624-100

2. Forms.

a. DA Form 78 (Recommendation for Promotion of Officer).

b. DA Form 2446-R (Request for Orders). This form will be reproduced locally on 8- by 10½-inch paper.

★3. General a. Brigade commanders when filling positions authorized the grade of Colonel (O-6) or above may be delegated authority to promote from:

- (1) Second lieutenant to first lieutenant.
- (2) First lieutenant to captain.
- (3) Warrant officer (WO1) to chief warrant officer (CW2).

b. The PSD will automatically furnish a partially completed DA Form 78 (Recommendation for Promotion of Officer) to the appropriate commander prior to the time the officer or warrant officer is eligible for promotion.

4. Procedure. a. Except for officers assigned to the brigade headquarters, the recommendation for promotion will be received with indorsements by the unit commander and the appropriate battalion commander. The recommendation for individuals assigned to brigade headquarters will be received direct from the PSD.

- (1) Check the S1 file to insure that no flagging action under AR 600-31 is in effect on

the individual. A recommendation will not be submitted while any investigation under AR 600-31 is in progress.

(2) Verify individual's promotion eligibility, using data in the recommendation.

(3) Submit the recommendation through the S1, to the brigade commander in accordance with staff procedure.

b. When the brigade commander has promotion authority, the approved recommendation will be forwarded to the PSD for publication of the promotion orders.

(1) Prepare a request for orders which will be an inclosure to the approving indorsement (fig. 9-1-1.1) (temporary promotion only).

(2) Prepare the appropriate indorsement approving or disapproving the recommendation. The indorsement must state that no investigation under AR 600-31 is in progress.

(3) Dispatch the correspondence to the PSD after approval and signature in accordance with normal staff procedures.

c. When the brigade commander does not have promotion authority he will make a recommendation and forward the DA Form 78 as shown in b(2) and (3) above for action by the division commander.

★d. When the brigade commander recommends disapproval of the promotion, the indorsement will indicate specific reasons for disapproval and will be forwarded to PSD for further action as required by AR 624-100.

28 May 1969

C 2, AR 600-17

| | | |
|---|---|---|
| REQUEST FOR ORDERS (AR 310-10) | | DATE OF REQUEST 15 April 1969 |
| TO | CG, 99th Inf Div, Ft Miller, Utah | FROM: CO, 21st Inf Brigade |
| | ATTN: AG-PSD | |
| | | |
| PART I | | |
| NAME OF FORMAT TEMPORARY PROMOTION OF COMMISSIONED OFFICER | | TC NUMBER 301 |
| PART II | | |
| STANDARD NAME LINE (SNL) LINGEN, THOMAS W. 01923049 INF Co B 1st Inf Brigade Ft Miller Utah | | |
| PART III - USE SELECTED FORMAT AS MODEL | | |
| LEAD LINE (LL) | VARIABLE RESPONSES | |
| Grade (fr-to): DOR: AUS PED: | 2LT to 1LT _a 20 April 1968 20 April 1968 | |
| REQUESTER'S NAME (Typed or Printed) JOHN R. REDING COL, Inf, Commanding | | SIGNATURE <i>John R. Reding</i> |

DA FORM 2446-R

REPLACES DA FORM 2446-R, 1 SEP 61, WHICH IS OBSOLETE.

GPO : 1963 O - 692-590

★Figure 9-1-1.1

Procedure 9-1-2
STRENGTH REPORTS

1. Reference. None

★2. Forms.

a. Suggested format (chap 10, fig. 10-1-5.1)

b. DA Form 2749-R (ADPE Work Request).

★3. General. a. The brigade personnel staff NCO maintains current personnel statistical data on the major elements of the brigade. This is the principal source of current personnel strength data for use by the brigade staff. Suggested format for maintaining this data is shown in chapter 10.

b. If the brigade desires a consolidated brigade Personnel Inventory Report, the brigade personnel staff NCO will prepare an ADPE Work Request to obtain the report from the PSD Administrative Machine Branch.

c. Each battalion personnel staff NCO will furnish the brigade personnel staff NCO all company morning reports. These reports provide source of data to adjust brigade strength charts maintained in the S1 section. This will also provide the brigade with detailed strength data on each organic unit and allow prepara-

tion of any required planning data without recourse to subordinate units.

4. Procedure. a. Upon receipt of the unit morning reports from each battalion—

(1) Transcribe the data from the morning report to the strength chart.

(2) If required, furnish the unit morning reports to the brigade S1 for his information.

(3) Prepare periodic extracts of the strength chart for the brigade staff as required by the S1.

(4) Hand carry the morning reports to the PSD.

b. The monthly Personnel Inventory Report indicates the total personnel authorized and assigned by MOS, and projected gains and losses for 30, 60, and 90 days. Upon receipt of the Personnel Inventory Report—

(1) Examine the projections in each MOS to evaluate the possibilities of future MOS shortages within the battalions.

(2) Furnish the Personnel Inventory Report to the S1 for his information.

Section IV. GENERAL ADMINISTRATION**Procedure 9-5-1****REQUEST FOR SPECIAL ORDERS**

1. Reference. AR 310-10.

2. Form. DA Form 2446—R (Request for Orders).

3. General. *a.* The brigade commander may publish those routine, combat, and courts-martial orders normally issued by a brigade except for—

(1) Special orders.

(2) Letter orders.

b. Special orders for the division are issued only at the PSD. Organizations requiring special orders will request such orders from the PSD and will furnish the essential elements of the order, i.e., standard name line, lead lines, and responses appropriate to the type of order required (procedure 10-5-1).

c. The majority of special orders required to accomplish a specific personnel action will be

issued automatically by the PSD upon approval of the action. When an organization below division headquarters has approving authority for an action requiring special orders, the orders must be specifically requested. The PSD will establish a schedule for the submission of requests for special orders.

d. Normally, special orders effecting intra-brigade reassignments directed by the brigade commander will not be requested with an effective date earlier than 2 days subsequent to date of approval. Requests for orders with an earlier effective date will be coordinated with the Chief, Personnel Management Branch in the PSD.

4. Procedure. The procedure governing a request for orders for the brigade personnel staff NCO is the same as for the battalion personnel staff NCO (chap 10, pro 10-5-1).

CHAPTER 10

PROCEDURES AT BATTALION LEVEL

Section I. GENERAL

★10-1. **General.** *a.* Operating procedures detailed in this chapter will be followed by personnel staff noncommissioned officers of battalion sized units in order to standardize and simplify procedures for implementing the division personnel support system. The procedures contained herein do not cover all personnel actions initiated at company level and channeled through battalion headquarters; only the most common of these are discussed.

b. Certain procedures previously included in this chapter have been rescinded and reference is made to comparable procedures in DA Pam 600-8 for information and general guidance in processing personnel management and administrative actions. These procedures are listed below:

| <i>AR 600-17</i> | <i>Refer to</i> | <i>DA Pam 600-8</i> |
|---|-----------------|---|
| <i>Pro. 10-1-1, Enlisted Appointments</i> | | <i>Pro. 3-15, Processing of Temporary Promotions and Lateral Appointments of Enlisted Personnel.</i> |
| <i>Pro. 10-1-2, Quarterly Sample Survey of Military Personnel.</i> | | <i>Pro. 3-4, Processing and Administration of Quarterly Sample Survey of Military Personnel Questionnaires.</i> |
| <i>Pro. 10-1-3, Reclassification</i> | | <i>Pro. 3-1, Reclassification of Enlisted Personnel.</i> |
| <i>Pro. 10-1-4, Request for Reassignment</i> | | <i>Pro. 3-5, Assignment and Reassignment of Enlisted Personnel.</i> |
| <i>Pro. 10-1-6, Commander's Evaluation Report.</i> | | <i>Pro. 3-3, Preparation and Processing of MOS Evaluation Test Rosters and Enlisted Efficiency Reports.</i> |
| <i>Pro. 10-2-2, Officer Efficiency Reports.</i> | | <i>Pro. 4-12, Preparation, Processing, and Recording of Officer Efficiency Reports.</i> |
| <i>Pro. 10-2-3, Officer Periods of Service on Active Duty.</i> | | <i>Pro. 4-2, Processing Officer Applications and Declinations for Extension of Service on Active Duty.</i> |
| <i>Pro. 10-2-4, Recommendation for Discharge—Unfitness.</i> | | <i>Pro. 4-8, Processing Recommendations for Discharge Because of Unfitness or Unsuitability.</i> |
| <i>Pro. 10-2-5, Recommendation for Discharge—Unsuitability.</i> | | <i>Pro. 4-8, Processing Recommendations for Discharge Because of Unfitness or Unsuitability.</i> |
| <i>Pro. 10-2-6, Report for Suspension of Favorable Personnel Actions.</i> | | <i>Pro. 4-15, Administrative Actions to Suspend Favorable Personnel Actions.</i> |

10-2. **Exceptions.** *a.* If a request for some type of action is received that is not covered by a written procedure, the personnel staff noncommissioned officer will refer to the applicable regulation(s). If the meaning or

28 May 1969

the procedure to be followed is not clear, he will contact the Personnel Service Division for advice and guidance.

b. If the routing of a document is not listed on the document routing channels chart (app. 8-I) the personnel staff noncommissioned officer will contact the personnel staff noncommissioned officer at his next higher headquarters for advice and assistance.

10-3. Separate battalions. Separate battalions will in both cases deal direct with the Personnel Service Division.

Section II. PERSONNEL MANAGEMENT

Procedure 10-1-5

STRENGTH REPORTS

1. Reference. AR 335-60.

2. Forms.

a. DA Form 1 (Morning Report).

b. DA Form 2471 (Miscellaneous Strength Report).

3. General. a. The battalion personnel staff NCO maintains current personnel statistical data on the major elements of the battalion. This is the principal source of current personnel strength data for battalion staff use.

★b. A Personnel Inventory Report (Parts II and IV) will be furnished monthly to the battalion commander by the PSD. This report will reflect the authorized and operating strength of the battalion and its companies in each MOS, and projected losses. The Personnel Inventory Report will provide a source of data for determining current and projected MOS shortages and overages within the battalion.

★c. Unit morning reports will be submitted to the battalion personnel staff NCO. The personnel staff NCO will distribute all morning reports to higher headquarters for the reporting elements of the battalion. A definite time must be established for receipt of morning reports in battalion headquarters in order to allow a spot check of the reports before the first scheduled messenger is available to hand-carry the reports to the PSD. No delay can be tolerated in the processing of the unit morning reports at the PSD. Any reports delayed at unit or battalion level will be hand-carried direct to the PSD by special messenger.

4. Procedure. a. Morning reports will be hand-carried from the unit to the battalion personnel staff NCO who—

(1) Verifies the strength section of the morning report by comparison between the preceding day's strength and the current morning report remarks. Inaccuracies must be reconciled with the unit clerk immediately.

(2) Extracts necessary information from the morning reports in order to post the battalion strength chart.

(3) Groups all unit morning reports, checks to insure sufficient copies have been provided and all units have submitted reports. Dispatches all unit morning reports to the PSD according to local procedure.

(4) Posts the battalion daily strength chart (fig. 10-1-5.1).

Note. In cases where the battalion is assigned to a brigade the morning reports will be routed through the brigade staff NCO so strength figures may be extracted.

b. When the Personnel Inventory Report is received from the PSD, the personnel staff NCO—

(1) Transcribes the projected loss data from Part II to the Battalion Daily Strength Chart.

(2) Examines the projections of gains and losses in each MOS within the battalion.

(3) Furnishes the Personnel Inventory Report to the S1 for determination of existing critical MOS's and personnel shortages.

(4) Uses the information in the Personnel Inventory Report for evaluating the effect of individual personnel actions on the MOS strength of the unit concerned.

28 May 1969

BATTALION DAILY STRENGTH CHART

| | : H/H CO | | | : COMPANY A | | | : COMPANY B | | | : COMPANY C | | | : TOTAL | | |
|-------------------|----------|--------|----------|-------------|----------|--------|-------------|--------|----------|-------------|----------|--------|----------|--------|----------|
| | : | | | : | | | : | | | : | | | : | | |
| STATUS | : OFF:WO | : ENL: | : OFF:WO | : ENL: | : OFF:WO | : ENL: | : OFF:WO | : ENL: | : OFF:WO | : ENL: | : OFF:WO | : ENL: | : OFF:WO | : ENL: | : OFF:WO |
| AUTHORIZED | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| OPERATING | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| PRESENT FOR DUTY | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| HOSPITAL | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| LEAVE | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| AWOL | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| CONFINEMENT | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| INTRANSIT | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| PROJECTED 30 DAYS | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| GAINS | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| LOSSES | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| OVERSEAS | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| PROJECTED 60 DAYS | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| GAINS | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| LOSSES | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| OVERSEAS | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| PROJECTED 90 DAYS | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| GAINS | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| LOSSES | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |
| OVERSEAS | : | : | : | : | : | : | : | : | : | : | : | : | : | : | : |

★Figure 10-1-5.1

Section III. PERSONNEL ACTIONS AND PERSONAL AFFAIRS PROCEDURES**Procedure 10-2-1****LEAVE****1. References.**

- a. AR 600-290.
- b. AR 630-5.

2. Forms.

a. DA Form 31 (Request and Authority for Absence).

★b. DA Form 2496 (Disposition Form).

3. General. a. Detailed procedures for processing ordinary leave depend principally on the leave policies of the division commander. The internal procedures in paragraph 4 are suggested as meeting the broad requirements for control of leave by unit commanders.

b. Requests for leave outside the continental United States are initiated by the individual and submitted through his unit commander and the battalion headquarters to the PSD. The battalion personnel staff NCO must be familiar with published DA restrictions on visits to foreign countries and the administrative travel restrictions imposed on military personnel.

c. Requests for ordinary leave submitted by senior NCO's on the battalion staff normally are processed through the staff officer concerned to the unit commander for approval. The critical position occupied by the battalion personnel staff NCO requires that the battalion commander be informed when an extended absence is requested by the personnel staff NCO. This information may be conveyed through the S1 or the battalion sergeant major, according to local policy.

4. Procedure. a. Requests for ordinary leave from battalion staff officers and unit commanders are processed through the battalion personnel staff NCO and the S1. The battalion commander normally approves these absences personally. Prepare a memo routing slip and route the leave request through the S1 to the battalion commander for approval, and to the battalion sergeant major for distribution.

★b. A request for ordinary leave outside of CONUS is normally the only type of leave request that will originate with enlisted personnel and be routed through the battalion for a recommendation (Procedure 11-2-4). Upon receipt of such a request, the PSNCO—

(1) Determines if there is sufficient time for the PSD to process the request prior to the desired date of leave.

(2) Checks the countries listed in AR 600-290 for any special requirements for entry of military personnel into the country. The applicant should indicate that he is aware of any special entry requirement for the country to be visited.

(3) Routes the request for approval in accordance with unit policy. Approval is recommended by deletion of the "THRU" addressee in accordance with normal correspondence procedures. Recommendations for disapproval require a comment indicating the reason for such recommendation.

(4) Forwards the request to the PSD for approval.

[Next page is 10-21]

Procedure 10-2-7

MORTGAGE INSURANCE—ISSUANCE OF CERTIFICATES OF ELIGIBILITY AND TERMINATION OF CERTIFICATES**1. References.**

- a. AR 600-8.
- b. DA Pam 600-8.

2. Forms.

- a. DA Form 1049 (Personnel Action).
- b. DD Form 802 (Request for and Certificate of Eligibility).

- c. DD Form 803 (Certificate of Termination).

3. General. a. AR 608-8 provides for payment or mortgage insurance by the Army for military personnel purchasing homes with FHA loans. Personnel must be on extended active duty, have completed over 2 years active service, the loan must be for a one-family home, and the individual must certify that he requires housing.

b. The individual must notify his commander when he is no longer eligible for mortgage insurance or sells the property.

4. Procedure. a. Upon request of an individual for a "Certificate of Eligibility" for mortgage insurance, the personnel staff NCO—

- (1) Makes a preliminary determination of eligibility.
 - (2) Has the company clerk prepare a DA Form 1049 (fig. 10-2-7.1).
 - (3) Forwards the DA Form 1049 to the PSD.
- b. Upon return of the DA Form 1049 with attached DD Form 802 from the PSD, the personnel staff NCO—

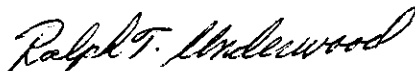
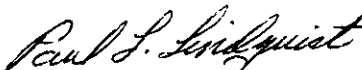
- (1) Explains to the individual the responsibilities as outlined in paragraph 10c, AR 608-8.
- (2) Has the individual sign all copies of the DD Form 802 in item 10.
- (3) Gives the original and 3 copies of the DD Form 802 to the individual with instructions to deliver them to the lender.
- (4) Encourages the individual to make a class E allotment to repay his loan.
- (5) Returns the 4th copy to the PSD.

c. Upon receipt of a DA Form 1049 indicating the individual is ineligible for mortgage insurance, the personnel staff NCO will inform the individual of the reason for ineligibility.

d. Upon notification by the PSD that an individual's mortgage insurance status must be reviewed, the personnel staff NCO—

- (1) Interviews the individual to determine if he is still eligible for mortgage insurance.
- (2) If the individual is still eligible returns the notice to the PSD by indorsement.
- (3) If the individual is no longer eligible makes an appointment for him with the appropriate PA specialist at the PSD.

e. Upon notification by the individual that he has disposed of the property, the personnel staff NCO will comply with d(3) above.

| PERSONNEL ACTION (AR 340-15) | | DATE 28 Feb 62 |
|--|--|-------------------|
| FILE REFERENCE 201 - Underwood, Ralph T. RA 19 300 831 | SUBJECT Determination of Eligibility for Mortgage Insurance | |
| TO: CO, 1st Bn, 19th Inf Ft Miller, Utah | FROM: Sgt E5 Ralph T. Underwood RA 19 300 831 Co B, 1st Bn, 19th Inf Ft Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Request that I be issued a certificate of eligibility for mortgage insurance under the provisions of AR 608-8. I require housing for myself and my family and (have) (have not) previously been issued a certificate of eligibility for mortgage insurance.</p> <p>2. (If applicable explain issuance and disposition of previous certificates.)</p> <p style="text-align: center;">  RALPH T. UNDERWOOD RA 19 300 831 Sgt, Co B, 1st Bn, 19th Inf </p> | |
| 2 | <p>TO: CG, 99th Inf Div FROM: CO, 1st Bn, 19th Inf 28 Feb 62</p> <p>ATTN: AG-PSD</p> <p>Forwarded for determination of eligibility and issuance of certificate of eligibility.</p> <p>FOR THE COMMANDER:</p> <p style="text-align: center;">  PAUL L. LINDQUIST Capt, Inf Adjutant </p> | |
| USE PLAIN PAPER FOR CONTINUATION OF COMMENTS | | |

DA FORM 1049

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1955 O - 364714

Figure 10-2-7.1.

Section IV. GENERAL ADMINISTRATION

Procedure 10-5-1

ROUTINE ORDERS

1. **Reference.** AR 310-10.

2. **Form.** DA Form 2446-R (Request for Orders).

3. **General.** *a.* Battalions assigned to divisions or separate brigades are authorized to publish the following types of routine orders:

- (1) Circulars or memorandums.
- (2) Daily bulletins.
- (3) Court-martial orders.
- (4) Unit orders.

b. During periods of detachment from their parent unit, the types of routine orders a battalion is authorized to publish will be determined by the headquarters to which they are attached.

c. Unit orders will be utilized for the assumption of command and the assignment of additional duties within the battalion.

d. Special orders.

- (1) Special orders for the division or separate brigade are issued only by the PSD. Organizations requiring special orders will request such orders from the PSD, furnishing the essential elements of the order, i.e., standard name line, lead lines and responses appropriate to the type of order required.
- (2) The majority of special orders required to accomplish a specific personnel action are issued automatically by the PSD upon approval of the action. When an organizational element has approving authority for an action requiring special orders, such as changes of principal duty, appointments or promotions, or duty appointments required by regulation to be on special orders, the orders must be specifically requested from the PSD.
- (3) The personnel staff NCO will consolidate all requests for special orders received from elements of the battalion. The PSD will establish a schedule for the submission of the requests.

(4) Normally, special orders affecting intra-battalion reassignments which have been directed by the battalion commander will not be requested with an effective date earlier than 3 days subsequent to the date of approval. Requests for orders with an earlier effective date will be coordinated with Chief, Personnel Service Division.

4. **Procedure.** *a.* Unit Orders: The company level procedure (Procedure 11-5-5) will be followed, except that the orders, other than assumption of command, may be authenticated by the battalion adjutant for the commander.

b. Circulars or memorandums, daily bulletins, and courts-martial orders will be published in accordance with the appropriate section of AR 310-10.

c. Special orders will be requested from the PSD on a DA Form 2446-R (Request for Orders). The personnel staff NCO will—

- (1) Verify that a special order is required by the governing regulation or command directive.
- (2) Insure the DA Form 2446-R is prepared in duplicate and authenticated by the adjutant. If complete personnel data needed for the form is not available within the battalion, the item will be left blank and filled in at the PSD. However, enough specific personnel data to identify the individual concerned must always be furnished. Appendix I, AR 310-10 provides the information required for all types of orders. Figures 10-5-1.1 through 10-5-1.3 provide samples of completed DA Forms 2446-R.
- (3) Forward the original DA Form 2446-R to the PSD. The duplicate is placed in the S1 suspense file until receipt of the published order. If the order is not received within a reasonable time, an inquiry should be made to the PSD member concerned with the action requested.

| REQUEST FOR ORDERS (AR 310-10) | | DATE OF REQUEST 1 December 1962 |
|---|---|--|
| TO | CG 99th Inf Div, Ft Miller, Utah ATTN: AG-PSD | FROM: CO, 1st Bn, 19th Inf Ft Miller, Utah |
| | | |
| | | |
| PART I | | |
| NAME OF FORMAT (Pages 65 thru 216, AR 310-10) Duty Appointment | | TC NUMBER 350 |
| PART II | | |
| STANDARD NAME LINE (SNL) (Pages 219 and Fig 9, AR 310-10) HAYES, JOHN L 02364837 1ST LT INF Co B 1st Bn 19th Inf | | |
| PART III - USE SELECTED FORMAT AS MODEL | | |
| LEAD LINE (LL) | VARIABLE RESPONSES | |
| Apt to: Eff date: Pd: Purpose: Auth: Sp instr: | Investigating Officer 6 Dec 61 NLT 16 Jan 61 To investigate the facts and circumstances surrounding an automobile accident involving Cpl Henry W. Stone, RA 13400876, Co B, 1st Bn, 19th Inf, and Mr. Joseph T. Watkins, 611 Main St., Ogden, Utah. Accident occurred at approx 2315 hrs, 30 Nov 61, in the vic of Poplar St. and 3rd Ave., Ogden, Utah. AR 15-6 applies. NA Off will report to the PM, Bldg T-36, for briefing and to obtain evidence. Rpt of inves will be sub to the S1, 1st Bn, 19th Inf, in quadruplicate, NLT 15 Jan 61. | |
| REQUESTER'S NAME (Typed or Printed) PAUL T. LINDQUIST, CAPT, INF, S1 | | SIGNATURE <i>Paul T. Lindquist</i> |

DA FORM 2446-R
1 JAN 62

REPLACES DA FORM 2446-R, 1 SEP 61, WHICH IS OBSOLETE.

Figure 10-5-1.1.

| | | |
|--|--|--|
| REQUEST FOR ORDERS (AR 310-10) | | DATE OF REQUEST 1 December 1962 |
| TO | CG, 99th Inf Div, Ft Miller, Utah ATTN: AG-PSD | FROM: CO, 1st Bn, 19th Inf Ft Miller, Utah |
| | | |
| | | |
| PART I | | |
| NAME OF FORMAT (Pages 65 thru 216, AR 310-10) Duty appointment | | TC NUMBER 350 |
| PART II | | |
| STANDARD NAME LINE (SNL) (Pages 219 and Fig 9, AR 310-10) MAJ ROBERTS, ZANE W 075996 INF HQ&HQ Co 1st Bn 19th Inf ROBERTS, JOHNVAR T 04084301 CAPT INF Co A 1st Bn 19th Inf WHITING, PAUL T 0924069 CAPT INF Co B 1st Bn 19th Inf | | |
| PART III - USE SELECTED FORMAT AS MODEL | | |
| LEAD LINE (LL) | VARIABLE RESPONSES | |
| Apt to: Eff date: Pd: Purpose: Auth: Sp instr: | Board 6 Dec 61 Indefinite Making recommendations UP AR 635-209. AR 635-209 Report to convening auth every 10 days on status of cases referred to board. | |
| REQUESTER'S NAME (Typed or Printed) PAUL T. LINGQUIST, Capt, Inf, S1 | | SIGNATURE <i>Paul T. Lingquist</i> |

DA FORM 2446-R

REPLACES DA FORM 2446-R, 1 SEP 61, WHICH IS OBSOLETE.

Figure 10-5-1.2.

| REQUEST FOR ORDERS (AR 310-10) | | DATE OF REQUEST 1 December 1962 |
|---|---|--|
| TO | CO, 99th Inf Div, Ft Miller, Utah ATTN: AG-PSD | FROM: CO, 1st Bn, 19th Inf Ft Miller, Utah |
| | | |
| | | |
| PART I | | |
| NAME OF FORMAT (Pages 65 thru 216, AR 310-10) (Pages 65 thru 216, AR 310-10) Temporary Appointment - Enlisted Personnel | | TC NUMBER 310 |
| PART II | | |
| STANDARD NAME LINE (SNL) (Pages 219 and Fig 9, AR 310-10) Paragraph 16, Line 04 STANDARD NAME LINE (SNL) (Pages 219 and Fig 9, AR 310-10) THOMAS JOHN R RA 36448627 CPL E4 P1 112.60 (111.60) Co C 1st Bn 19th Inf | | |
| PART III - USE SELECTED FORMAT AS MODEL | | |
| LEAD LINE (LL) | VARIABLE RESPONSES | |
| To be: | SGT E5 | |
| DOR: | 1 Dec 62 | |
| APT BY: | Co, 1st Bn, 19th Inf. | |
| REQUESTER'S NAME (Typed or Printed) PAUL L. LINQUIST, Capt, Inf, S1 | | SIGNATURE <i>Paul L. Linquist</i> |

DA FORM 2446-R

REPLACES DA FORM 2446-R, 1 SEP 61, WHICH IS OBSOLETE.

Figure 10-5-1.3.

CHAPTER 11

PROCEDURES AT COMPANY LEVEL

Section I. GENERAL

★11-1. General. *a.* The operating procedures detailed in this chapter will be followed by all company size units in order to standardize and simplify procedures for implementing the division personnel support system. The procedures contained in this chapter represent only the most common recurring actions and those most suitable for standardization.

b. Certain procedures previously included in this chapter have been rescinded and reference is made to comparable procedures in DA Pam 600-8 for information and general guidance in processing personnel management and administrative actions. These procedures are listed below:

| <i>AR 600-17</i> | <i>Refer to</i> | <i>DA Pam 600-8</i> |
|---|-----------------|---|
| <i>Pro. 11-1-1, Application for Airborne Training.</i> | | <i>Pro. 3-20, Processing Applications for Airborne Training and Assignment.</i> |
| <i>Pro. 11-1-3, Classification and Reclassification in MOS.</i> | | <i>Pro. 3-1, Reclassification of Enlisted Personnel.</i> |
| <i>Pro. 11-1-4, Commander's Evaluation Report.</i> | | <i>Pro. 3-3, Preparation and Processing of MOS Evaluation Test Rosters and Enlisted Efficiency Report.</i> |
| <i>Pro. 11-1-5, Compassionate Reassignment.</i> | | <i>Pro. 3-5, Assignment and Reassignment of Enlisted Personnel.</i> |
| <i>Pro. 11-1-8, Enlisted Evaluation System.</i> | | <i>Pro. 3-3, Preparation and Processing of MOS Evaluation Test Rosters and Enlisted Efficiency Report.</i> |
| <i>Pro. 11-1-12, Retesting with Army Classification Battery.</i> | | <i>Pro. 3-2, Processing of Requests for Testing and Retesting for Aptitude Areas and Army Language Proficiency.</i> |
| <i>Pro. 11-1-13, Service Schools.</i> | | <i>Pro. 3-10, Processing of Applications for Service School Attendance.</i> |
| <i>Pro. 11-1-14, Special Assignments.</i> | | <i>Pro. 3-6, Assignment to Duty with ROTC or Reserve Component.</i> |
| | | <i>Pro. 3-7, Processing of Special Assignments and Requests for Special Assignment.</i> |
| <i>Pro. 11-2-1, Early Separation to Accept Employment of a Seasonal Nature.</i> | | <i>Pro. 4-6, Processing Request for Discharge and Release from Active Duty.</i> |
| <i>Pro. 11-2-2, Early Separation to Attend School.</i> | | <i>Pro. 4-6, Processing Requests for Discharge and Release from Active Duty.</i> |
| <i>Pro. 11-2-3, Extension of Current Period of Active Duty or Enlistment.</i> | | <i>Pro. 4-3, Processing Extensions of Enlistments Current Periods of Active Duty.</i> |
| <i>Pro. 11-2-6, Military ID Card.</i> | | <i>Pro. 4-17, Processing Requests for Military ID Cards.</i> |
| <i>Pro. 11-2-8, Recommendation for Discharge—Unfitness.</i> | | <i>Pro. 4-8, Processing Recommendations for Discharge Because of Unfitness or Unsuitability.</i> |

Pro. 11-2-9, Recommendation for Discharge—Unsuitability.

Pro. 4-8, Processing Recommendations for Discharge Because of Unfitness or Unsuitability.

Pro. 11-2-10, Separation for Dependency or Hardship.

Pro. 4-6, Processing Requests for Discharge and Release from Active Duty.

Pro. 11-2-15, Changes to Records of Name or Birth Data.

Pro. 4-11, Processing Request or Change of Name, Birth Data, and Service Number.

11-2. Exceptions. If a request for an action not covered by a written procedure is initiated, the company clerk will refer to the applicable regulation(s). In case the meaning or the procedure to be followed is not clear, he will contact the personnel staff noncommissioned officer at his next higher headquarters for advice and guidance. Questions concerning the routing of documents not listed in appendix 8-I will be referred to the personnel staff noncommissioned officer at the next higher headquarters.

11-3. Separate companies. Separate companies, i.e., division headquarters and headquarters company and military police company, will deal directly with the Personnel Service Division. In general, whenever a personnel action is requested that would affect the strength of the unit (requests for discharge, reassignment, volunteer for overseas, etc.), the company clerk will arrange an interview between the soldier requesting the action and the first sergeant or company commander. This interview will be accomplished prior to initiating any formal written request for the type of action desired. A company policy should be established listing the actions requiring prior interview. Although many of the following procedures indicate concurrent preparation of an application and action by the company commander, the company clerk should not anticipate the commander's decision. Normally, the company commander will indicate informally his general policies regarding personnel actions to the first sergeant. Prior coordination with the first sergeant will eliminate many errors and much retyping.

Section II. PERSONNEL MANAGEMENT PROCEDURES

Procedure 11-1-2

ASSIGNMENT TO SPECIAL FORCES ORGANIZATIONS

1. References.

- a. AR 611-7.
- ★b. AR 611-6.
- c. AR 614-62.
- d. AR 614-6.

2. Forms.

- a. DA Form 2478 (Application for Airborne—Special Forces—Airborne for Assignment to Special Forces Training).
- b. DA Form 2496 (Disposition Form).
- c. DD Form 398 (Statement of Personal History).

★3. **General.** Soldiers who meet the requirements may volunteer for Special Forces training. A soldier must be airborne qualified or must volunteer for airborne training prior to assignment to a Special Forces unit. If the soldier desires foreign language training in conjunction with Special Forces training he may apply under the provisions of AR 611-6. Language training will be given only upon completion of Airborne or Special Forces qualification training.

4. **Procedures.** a. A soldier who volunteers for Special Forces must be airborne qualified.

(1) If the soldier is not airborne qualified he will submit an application for airborne training prior to assignment to Special Forces (fig. 11-1-2.1).

(2) If the soldier is airborne qualified he will submit an application for assignment to Special Forces (fig. 11-1-2.2).

Note. Enter the "Date of Birth" in the same block as the name. A summary of significant military service to include service schools will be entered in the "Additional Qualifications" block, in addition to any special qualifications the applicant may have.

★b. Have the soldier read the eligibility requirements in AR 614-62 and assist him in determining his eligibility from available information on the Personnel Information Roster.

c. If the soldier does not have at least a CONFIDENTIAL clearance, action should be taken to have one issued prior to submission of his application.

d. Have the applicant take a physical fitness test and a swimming test.

e. Notify the personnel actions specialist of your composite team to furnish the unit with sufficient copies of the SF 88 (Report of Medical Examination) to have a medical examination given to an applicant for Special Forces.

f. Make an appointment to have the applicant given a medical examination.

★g. Prepare a DA Form 2496 requesting that the Special Forces Selection Battery Test be administered (enlisted personnel only) (fig. 11-1-2.3).

h. Have the applicant fill out a draft copy of a DD Form 398 (Statement of Personal History).

i. Have the applicant take the draft DD Form 398 to the battalion S2 office to be checked for completeness. After the S2 has reviewed the DD Form 398, the soldier will return it to the company clerk.

j. Type the DD Form 398 in final form in original and 3 copies.

k. Have the soldier read and sign all copies of the DD Form 398 before a witness (any person). The witness will sign the DD Form 398 in the space provided on the form and the soldier will be given 1 copy of the form as his personal copy.

l. Prepare the statement of applicant (fig. 11-1-2.4).

m. Have the soldier read and sign the prepared statement concerning temporary duty pending further orders.

★n. Prepare the application (DA Form 2478) in draft form based on interview with the soldier. Ascertain whether individual is

28 May 1969

subject to flagging or other personnel actions.

o. Submit the draft application and completed inclosures to the unit commander for approval.

p. Type the application in final form in original and 4 copies (fig. 11-1-2.1) and attach inclosures.

★q. When the unit commander has signed the forwarding indorsement (fig. 11-1-2.5)—

(1) Remove a copy of the application for the unit file.

(2) Forward the original and 3 copies, with inclosures attached, to the PSD.

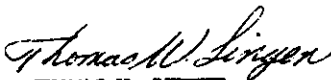
r. When the application is received by the PSD, an appointment will be scheduled to have the applicant administered the Selection Battery Test. The PSD will notify the unit of the time, date, and the place of the test.

s. If the soldier is applying for Airborne and Special Forces training, he must sign the statement of affirmation upon return of the approved application (fig. 11-1-2.5).

[Next page is 11-7]

| AIRBORNE SPECIAL FORCES* | | | | |
|--|------------------------------|--|-------------------------|---|
| APPLICATION FOR AIRBORNE FOR ASSIGNMENT TO SPECIAL FORCES* TRAINING | | | | |
| TO: CO, Co B, 1st Bn, 19th Inf, Fort Miller, Utah | | | | |
| 1. NAME (<i>Last - First - Middle Initial</i>) UNDERWOOD, RALPH T. | | 2. SERVICE NUMBER RA 19 300 831 | | 3. GRADE SGT E5 |
| | | | | 4. PROFICIENCY PAY None |
| 5. PMOS 111.6627 | 7. SEC CLEAR Conf. | 8. APT AREA SCORE IN 111 | 9. ETS Sep 68 | 10. ASSIGNED UNIT Co B, 1st Bn, 19th Infantry Ft Miller, Utah |
| 6. SMOB 716.6 | | | | |
| 11A. AIRBORNE QUALIFIED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | 12. ADDITIONAL QUALIFICATIONS (<i>Prior AR 614-62</i>)** 1. Proficient in 3 foreign languages. 2. Demolitionist Military Service; Entered svc Sep 60; attended Army Language School; and Pers. Spec. School. | | |
| 13. DATE QUALIFIED N/A | | | | |
| <p>I hereby volunteer for Airborne or Special Forces training.</p> <p>I fully understand that failure to complete the basic Airborne training will disqualify me for assignment to an Airborne unit or a Special Forces unit.</p> <p>I volunteer to perform aircraft flights, parachute jumps and to participate in realistic combat training while securing Airborne or Special Forces training and/or performing Airborne or Special Forces duty.</p> <p>I agree to serve a minimum of eighteen (18) months from date of initial assignment to Special Forces* - If my period of remaining service on my current tour of active service is not sufficient to insure completion of the prescribed requirement I agree to extend my enlistment under the provisions of AR 601-210 or be discharged under the provisions of AR 635-205 and re-enlist for an appropriate period under the provisions of AR 601-210.</p> <p>**I understand that if I should fail to be cleared for access to secret information and materials as required by current regulations I will be reassigned in accordance with the needs of the service and will be required to complete the period for which I enlisted or extended.</p> | | | | |
| DATE 12 July 61 | | SIGNATURE OF APPLICANT | | |

| APPLICATION FOR AIRBORNE - SPECIAL FORCES* - AIRBORNE FOR ASSIGNMENT TO SPECIAL FORCES TRAINING | | | |
|--|--------------------------------|--|------------------|
| TO: CO, Co B, 1st Bn, 19th Inf, Fort Miller, Utah | | | |
| 1. NAME (<i>Last - First - Middle Initial</i>) UNDERWOOD, RALPH T. DOB: 1Jun32 | | 2. SERVICE NUMBER RA 19 300 831 | |
| | | 3. GRADE SGT E5 | |
| | | 4. PROFICIENCY PAY None | |
| 5. PMOS 111.6727 | 7. SEC CLEAR SECRET (Final) | 6. APT AREA SCORE IN 111 | 9. ETS Sep 65 |
| 8. SMOS 716.6 | | 10. ASSIGNED UNIT Co B, 1st Bn, 19th Inf Ft Miller, Utah | |
| 11a. AIRBORNE QUALIFIED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | 12. ADDITIONAL QUALIFICATIONS (<i>Para 4, AR 614-62</i>)** 1. Master Parachutist; 2. Proficient in 3 foreign languages; 3. Demolitionist. | |
| b. DATE QUALIFIED | | Mil Svc: Enl Jan 50; Served in Korea during conflict; attended Pers. Spec. School, Language Sch. | |
| (Cont'd in remarks section) | | | |
| <p>1. UP OF AIRBORNE, AR 614-62*, XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX I hereby volunteer for AIRBORNE - Special Forces* - XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>2. I fully understand that failure to complete the basic Airborne training will disqualify me for assignment to an Airborne unit or a Special Forces unit.</p> <p>3. I volunteer to perform aircraft flights, parachute jumps and to participate in realistic combat training while securing Airborne or Special Forces training and/or performing Airborne or Special Forces duty.</p> <p>4. I agree to serve a minimum of eighteen (18) months from date of initial assignment to Special Forces* - XX If my period of remaining service on my current tour of active service is not sufficient to insure completion of the prescribed requirement I agree to extend my enlistment under the provisions of AR 601-210 or be discharged under the provisions of AR 635-205 and re-enlist for an appropriate period under the provisions of AR 601-210.</p> <p>**5. I understand that if I should fail to be cleared for access to secret information and materials as required by current regulations I will be reassigned in accordance with the needs of the service and will be required to complete the period for which I enlisted or extended.</p> | | | |
| DATE 12 July 1961 | | SIGNATURE OF APPLICANT <i>Ralph T. Underwood</i> | |

| PERSONNEL ACTION (AR 340-15) | | DATE 12 July 1961 |
|---|--|----------------------|
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Request for Special Forces Selection Battery Test | |
| TO: Personnel Officer (AG-PSD) ATTN: Personnel Mgt Br Fort Miller, Utah | FROM: CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>Request that the Special Forces Selection Battery Test be administered to SGT E5 RALPH T. UNDERWOOD, RA 19 300 831 in accordance with AR 614-62.</p> <p style="text-align: center;">  THOMAS W. LINGEN Capt, Inf Commanding </p> | |
| USE PLAIN PAPER FOR CONTINUATION OF COMMENTS | | |

DA FORM 1049

REPLACES EDITION OF 1 OCT 55, WHICH IS OBSOLETE

GPO: 1955 O - 384714

Figure 11-1-2.3.

S T A T E M E N T

1. In connection with my application for assignment to Special Forces, it is clearly understood that:

a. Orders will indicate "Temporary Duty pending Further Orders" and that I will not be entitled to dislocation allowance, dependent travel, or movement of household goods to new station until such time as I successfully complete Special Forces and/or Airborne Training.

b. It may be necessary for me to accept on-the-job training in an MOS other than my FMOS to obtain assignment requested.

2. I (do)(~~do not~~) agree to all stipulations shown above.

Ralph T. Underwood
Signature

RALPH T. UNDERWOOD, Sgt, RA 19 300 831
Type name, grade and SN

Co B, 1st Bn, 19th Inf, Ft Miller, Utah
Org and station

REMARKS (List and attach all requests for waivers and inclosures.)

- *1. Results of physical fitness test.
- 2. DA Form 1049 (Request for Special Forces Selection Battery Test).
- *3. DD Form 398 (Personal History Statement).
- 4. Soldiers Statement.
- *5. SF 88 (Report of Medical Examination).

*No samples provided.

THE FOLLOWING STATEMENT WILL BE COMPLETED AFTER FINAL ACTION HAS BEEN TAKEN ON AN APPLICATION FOR AIRBORNE TRAINING (Para 15, AR 611-7)

I DESIRE TO BE ASSIGNED TO AN AIRBORNE ORGANIZATION TO UNDERGO AIRBORNE TRAINING.

NOTE: This statement will be completed upon the approval and return of this application, if the soldier is not Airborne qualified.

DATE

1 Dec 61

SIGNATURE

Bd Capt. T. Underwood

1ST INDORSEMENT

TO: CG, 99th Inf
ATTN: AG-PSD

FROM: CO, Co B, 1st Bn, 19th Inf

16 July 1961

1. Recommend approval.

2. Conduct Excellent Efficiency Excellent.

3. Sgt Underwood is not under charges, flagging action under AR 600-31, or administrative actions which may result in reassignment or discharge.

5 Incl
nc

Thomas W. Lingen
 THOMAS W. LINGEN
 Capt, Inf
 Commanding

PROCEDURES 11-1-6

★ENLISTED PROMOTIONS NOT CHARGEABLE TO QUOTAS

1. **Reference.** AR 600-200

2. **Form.** DA Form 2496 (Disposition Form).

3. **General.** This procedure covers various types of temporary and permanent promotions which do not require quotas. Enlisted personnel recommended for promotion must be in promotable status as defined in AR 600-200. Promotions will not be made in any grade which would exceed the authorized TOE, nor will a vacancy created through reduction result in more than one promotion in each lower grade through E-4.

4. **Procedure.** a. Administrative reductions.

(1) After reduction is made within the unit, the unit commander will interview the soldier who has been reduced to find out if he wishes to appeal the reduction. If the soldier does wish to enter an appeal, no appointment may be made until, and unless, the appeal is denied by the commander authorized to take final action. In all cases promotions to fill this vacancy must be made within 60 days of reduction or the vacancy is forfeited. If the soldier does not wish to appeal the reduction then he must make a written statement to this effect (fig. 11-1-6.1).

(2) The unit commander will determine cumulative promotion vacancies within his unit.

(3) If a vacancy does exist, the unit commander may promote up to grade E-4, after verifying the soldier's eligibility with PSD. For promotion above grade E-4, the unit commander must recommend such promotion to the battalion commander. Recommendations will be submitted to battalion on DA Form 2496 (fig. 11-1-6.2).

(4) The unit commander will issue a verbal promotion order to grade E-4 and submit a request for orders confirming his verbal order to the PSD.

(5) Orders effecting an enlisted promo-

(1) Submit a DA Form 268—(Report) require a morning report entry in accordance with AR 335-60.

b. Appointment to PFC.

(1) The Personnel Management Branch of the PSD will furnish the unit a DA Form 2496 with the names of enlisted personnel who are eligible for promotion to PFC.

(2) The unit commander will review the list of names to determine if he desires to promote the eligible enlisted personnel. If he decides not to promote any individual, he will so annotate the list and return it to the PSD. Special orders promoting the eligible enlisted men will automatically be issued by the PSD on the date of eligibility unless a contrary indication is given by the commander.

c. Lateral appointment. If the unit commander desires that a noncommissioned officer be laterally appointed to specialist for lack of leadership and the noncommissioned officer does not consent—
for Suspension of Favorable Personnel Actions) (Procedure 11-2-11).

★(2) Submit a DA Form 2496 through battalion headquarters to the PSD requesting that the soldier appear before a classification board and indicating why board action is necessary (fig. 11-1-6.3).

(3) The classification board will be directed and controlled by the classification authority. The results of the board will be furnished the unit through battalion headquarters.

(4) Upon receipt of the results of the classification board—

(a) Remove flagging action by submitting a final report (Procedure 11-2-11).

(b) If a lateral appointment was approved as a result of the board, the PSD will issue the necessary orders.

(c) Orders effecting a lateral appointment will require an appropriate morning report entry in accordance with AR 335-60.

S T A T E M E N T

I, the undersigned, do not intend to appeal my reduction to the grade of SERGEANT.

John R. Meadows


JOHN R. MEADOWS

RA 11 160 231

SGT, Co B, 1st Bn, 19th Inf

★Figure 11-1-6.1.

28 May 1969

| DISPOSITION FORM (AR 340-15) | | | |
|--|---|------------------------------|---|
| REFERENCE OR OFFICE SYMBOL | | SUBJECT | |
| Underwood, Ralph T. RA 19300831 | | Recommendation for Promotion | |
| TO | CO, 1st Bn, 19th Inf Fort Miller, Utah | FROM | CO, Co B, 19th Inf Fort Miller, Utah |
| | | DATE | CMT 1 |
| <p>1. SP4 Ralph T. Underwood, RA 19300831, is recommended for promotion to the grade of Sergeant.</p> <p>2. The following additional information is submitted:</p> <ul style="list-style-type: none"> a. PMOS: 11C20 b. DMOS: 11C40 c. TOE: 3 years d. ETS: 3 Feb 70 e. DOR: Apr 65 f. Time in Grade: 1 year, 9 months g. Educational level: 11½ years <p>3. SP4 Underwood performs all the duties of a 4.2 mortar squad leader in a superior manner. He was promoted to Acting Sergeant due to his outstanding ability and leadership. It is my belief that he is fully qualified for promotion to Sergeant.</p> | | | |
|  THOMAS W. LINGEN CPT, Inf Commanding | | | |

DA FORM 2496
1 FEB 62REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE
ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. * U.S. GOVERNMENT PRINTING OFFICE : 1963 O-707-911

★Figure 11-1-6.2.

PROCEDURE 11-1-7
★ENLISTED PROMOTIONS REQUIRING QUOTAS

1. References.

- a.* AR 310-10.
- b.* AR 600-200.

2. Form. DA Form 2496 (Disposition Form).

3. General. *a.* Enlisted personnel recommended for promotion must meet the criteria set forth in AR 600-200. Control will be exercised by promotion authorities to insure promotions do not exceed local cumulative pay grade vacancies, major command ceilings, or allotted quotas. A recommendation for promotion will be submitted only as authorized in local command directives.

b. The unit will receive a promotion allocation from the next higher headquarters. The letter of allocation will indicate the number of promotions that may be made in each grade. The letter will also contain a list of MOS's in which promotions may not be effected, a roster of soldiers previously recommended, and the latest date on which recommendations will be submitted to the allocating headquarters.

4. Procedures. *a.* The method by which eligible soldiers are selected for promotion to pay grade E-4 is at the discretion of the unit commander. The unit commander may establish a unit promotion board or may act individually on recommendations submitted by designated leaders within the unit.

(1) Check the MPRJ of the recommended soldiers for flagging action under AR 600-31 and pending personnel actions. Advise the unit commander of any pending actions affecting the eligibility of the soldier for promotion.

(2) Verify the eligibility of the soldier for promotion from the criteria contained in AR 600-200.

(3) Report the name of the soldier selected through the personnel staff NCO, to the PSD by indorsement to the letter of allocation

in accordance with instructions furnished by the PSD.

(4) The PSD will verify the eligibility of the soldier for promotion and indorse the correspondence to the unit for issuance of verbal appointing orders. The PSD will attach a request for issuance of confirmatory special orders to the correspondence.

(5) After issuance of the verbal appointing order, the unit commander will complete the request for confirmatory special orders by filling in the missing data (e.g., date of verbal order), authenticate the request for orders, and dispatch it to the PSD within 24 hours after issuance of the verbal orders.

b. Except for the use of screening boards, the method by which soldiers are selected for recommendation for promotion to pay grades E-5 and E-6 is determined by the policies of the promotion authority and the unit commander; however, these policies must be consistent with the intent and spirit of chapter 7, AR 600-200. Upon selection of a soldier to be recommended for promotion within a quota allocation from the battalion headquarters—

(1) Check the soldier's MPRJ for flagging action under AR 600-31 or pending personnel actions which might affect his eligibility for promotion. Advise the unit commander if the soldier's eligibility is affected.

(2) Verify the eligibility of the soldier for promotion from the criteria contained in AR 600-200, and the letter of allocation. The MPRJ is used as a source of data for establishing the soldier's eligibility.

(3) Prepare a recommendation for promotion in original and 1 copy (fig. 11-1-7.1) unless otherwise instructed by the battalion headquarters.

(4) Upon completion of action by the unit commander—

(a) Remove 1 copy of the correspondence for file.

(b) Submit the original copy to the battalion headquarters.

c. The battalion personnel staff NCO will notify the unit of the date, time and place that a promotion board will be convened, if the battalion uses a board for the selection of soldiers for promotion to grades E-5 and E-6.

d. The first sergeant will—

(1) Notify the soldier concerned of the date, time, and place.

(2) Advise the soldier of the proper uniform to be worn.

e. The promotion authority will cause orders to be issued promoting the soldiers selected to grades E-5 and E-6. Upon receipt of the unit distribution of the promotion order—

(1) Give 1 copy to the first sergeant so the individual may be notified in accordance with unit policy.

(2) Place 1 copy in the morning report suspense file under the effective date of the promotion.

| DISPOSITION FORM (AR 340-15) | | | |
|---|---|------------------------------|--|
| REFERENCE OR OFFICE SYMBOL | | SUBJECT | |
| Underwood, Ralph T. RA 19300831 | | Recommendation for Promotion | |
| TO | CO, 1st Bn, 19th Inf Fort Miller, Utah | FROM | CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah |
| | | DATE | 12 May 1969 |
| | | CMT | 1 |
| <p>1. UP AR 600-200, SP4 Ralph T. Underwood, RA 19300831, is recommended for promotion to SERGEANT.</p> <p>2. The following additional information is submitted:</p> <ul style="list-style-type: none"> a. PMOS: 11C20 b. DMOS: 11C40 c. TOS: 3 years d. ETS: 3 May 71 e. DOR: May 66 f. EDUCATIONAL LEVEL: 11½ years <p>3. SP4 Underwood performs all of the duties of a 4.2 Mortar Squad Leader in a superior manner. He was appointed to Acting Sergeant due to his outstanding ability and leadership. It is my belief that he is fully qualified for promotion to SERGEANT.</p> <p>4. SP4 Underwood is in a promotable status.</p> <p>5. This recommendation is submitted in response to para 3, letter HQFBN-XIX dated 25 April 1969, subject: Quota for Temporary Promotions to Pay Grades E4 thru E6.</p> | | | |
| <p><i>Thomas W. Lingen</i> THOMAS W. LINGEN CPT, Inf Commanding</p> | | | |

DA FORM 2496
1 FEB 62REPLACES DD FORM 95, EXISTING SUPPLIES OF WHICH WILL BE
ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. * U.S. GOVERNMENT PRINTING OFFICE: 1963 O-707-911

★Figure 11-1-7.1

Procedure 11-1-9

EXCHANGE ASSIGNMENTS

1. **Reference.** AR 614-6.

★2. **Form.** DA Form 2496 (Disposition Form).

3. **General.** An individual assigned within the continental United States may request an exchange reassignment ("swap assignment") with another individual at a different station within CONUS for mutual convenience. Assignments of this type are not considered in the best interest of the Government, therefore all expenses incident to travel, shipment of household goods, etc., will be borne by the individual concerned. All commanders concerned must concur in the proposed exchange assignment and establish a mutually agreeable date of reassignment. Preliminary agreement between the two individuals concerned will be arranged on a person-to-person basis and only one individual will submit an application.

4. **Procedure.** *a.* Prior to initiation of a request the soldier must have in his possession a statement from the individual with whom he wants to exchange assignments. The statement must meet the requirements of AR 614-6 and must contain name, grade, PMOS, unit and station (fig. 11-1-9.2).

b. Inform the soldier that all expenses incident to reassignment will be paid by him and that travel time is not authorized; however, he may be granted ordinary leave, during which all travel is to be accomplished. If the soldier does not have sufficient accrued leave he must

submit a request for advance leave or excess leave (Procedure 11-2-4).

c. Advise the soldier that if his request is approved he must make all arrangements for shipment of household goods by commercial means, and that Government facilities *will not* be utilized.

d. Prior to initiating DA Form 2496 (fig. 11-1-9.1), insure that both men have the same grade and MOS as required by AR 614-6.

★*e.* Interview the soldier as necessary to obtain the information for the application. Verify basic data and ascertain whether the soldier is subject to flagging or other personnel actions.

f. Have the soldier read and sign waiver of Government payment of expenses incident to reassignment (fig. 11-1-5.2).

★*g.* Obtain information from the unit commander and prepare Comment 2. The unit MOS inventory data can be computed from the monthly Personnel Information Roster.


h. Prepare application in original and 5 copies and have the soldier sign original.

★*i.* After unit commander has signed Comment 2 (fig. 11-1-9.1—continued)—

(1) Remove a copy of correspondence for unit files.

(2) Forward application in original and 4 copies through battalion headquarters to the PSD.

(3) Rescinded.

| DISPOSITION FORM | | | |
|--|---|---|-------|
| <small>(AR 340-15)</small> | | | |
| REFERENCE OR OFFICE SYMBOL | | SUBJECT | |
| UNDERWOOD, Ralph T. RA 19300831 | | Request for Exchange Assignment | |
| TO | FROM | DATE | CMT 1 |
| CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | PFC Ralph T. Underwood RA 19300831, Co B, 1st Bn, 19th Inf, Ft Miller, Utah | 1 Mar 69 | |
| <p>1. Under para 24, AR 614-6, I request an exchange assignment to Camp Drum, New York.</p> <p>2. I have made person-to-person contact with another service member who has the same MOS, grade and qualifications that I have. His statement is attached as inclosure 1.</p> <p>3. The following information is furnished on the service member this transfer is to be effected with:</p> <p>NAME: Harold W. Smith GRADE: PFC SN: RA 18900342 PMOS: 11B10 UNIT: Headquarters Company, USAG (2431) STATION: Camp Drum, New York</p> <p>4. I understand that I must pay all costs involved in connection with this permanent change of station and that no reimbursement is authorized for travel or transportation of myself or my dependents.</p> | | | |
| 1 Incl as | |  RALPH T. UNDERWOOD RA 19300831 | |

DA FORM 2496

REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. * U.S. GOVERNMENT PRINTING OFFICE : 1963 O-707-811

★Figure 11-1-9.1.

28 May 1969

AIDG-CB (1 Mar 69)

SUBJECT: Request for Exchange Assignment

THRU CO, 1st Bn, 19th Inf FROM CO, Co B, DATE 2 Mar 69 CMT 2
1st Bn, 19th InfTO CG, 99th Inf Div
ATTN: AG-PSD

1. Recommend approval.
2. Conduct Excellent Efficiency Excellent.
3. Soldier's MOS:
 - a. Primary: 11B10
 - b. Secondary: None
 - c. Additional: None
 - d. Duty: 11H10
4. This unit is overstrength in soldier's MOS:
 - a. Authorized: 86 E3 11B10
 - b. Operating: 94 E3 11B10
5. PFC Underwood is not under charges, investigation, flagging action under AR 600-31, or administrative actions which may result in reassignment or separation.

1 Incl
as

Thomas W. Lingen
THOMAS W. LINGEN
CPT, Inf
Commanding

★Figure 11-1-9.—Continued.

23 February 1969

S T A T E M E N T

I agree to the exchange assignment with PFC Ralph T. Underwood, RA 19300831, PMOS 11B10, presently stationed at Fort Miller, Utah.

If this request is approved, I understand that expenses incident to this assignment will be borne by me. I further understand that any time used as travel between duty stations will be charged against me as ordinary leave.

The following personal data required by AR 614-6 is submitted:

NAME: Howard W. Smith
GRADE: PFC
PMOS: 11B10
UNIT: Headquarters Company, USA Garrison (2431), Camp Drum, New York, 12345.

Howard W. Smith
HOWARD W. SMITH
PFC, RA 11365101

★Figure 11-1-9.2.

Procedure 11-1-10
INTRADIVISIONAL REASSIGNMENT

1. Reference. AR 614-6.

★2. Form. DA Form 2496 (Disposition Form).

3. General. A soldier may request an intradivisional reassignment when he can be utilized in another organization within the division. Reassignment of enlisted personnel between units located at the same station, installation, or activity, may be effected by the commanders of battalions, divisions, etc., without regard to the policy restrictions or assignment limitations imposed on permanent change of station, provided such reassignment will not result in a permanent change of station for the individual concerned.

★4. Procedure. *a.* The first orderly room action on a request for reassignment within the division should be an interview by the first sergeant and unit commander. The interview with the unit commander will be arranged according to unit policy.

★b. Prepare the soldier's request for reas-

signment on DA Form 2496 in original and 3 copies (fig. 11-1-10.1).

★(1) Verify the basic personal data. Ascertain whether individual is subject to flagging or other personnel actions.

★(2) Have the soldier sign the request and tell him that he will be informed of the final action on his request.

c. Prepare the unit commander's comment based on the results of the interview (Comment 2, fig. 11-1-10.1).

★(1) The status of the soldier's PMOS in the unit should be indicated as "Authorized (number) and Operating (number)." This information may be computed from the posted monthly Personnel Information Roster.

(2) If the soldier's PMOS is not authorized in the unit TOE, the unit commander's comment should so state.

d. Upon completion of the unit commander's comment—

(1) Remove a copy of the correspondence for the unit file.

★(2) Forward the original and 2 copies to the battalion headquarters.

| DISPOSITION FORM | |
|--|-------------------------------------|
| (AR 340-15) | |
| REFERENCE OR OFFICE SYMBOL UNDERWOOD, Ralph T. RA 19300831 | SUBJECT Request for Reassignment |
| <p>TO CO, Co B, 1st Bn, 19th Inf, FROM PFC Ralph T. Underwood DATE 15 Jan 1969 CMT 1 Ft Miller, Utah RA 19300831, Co B, 1st Bn, 19th Inf, Ft Miller, Utah</p> <p>1. Under AR 614-6, I request reassignment to Headquarters and Headquarters Company, 2d Battalion, 19th Infantry, Fort Miller, Utah.</p> <p>2. My primary MOS is not authorized in the TOE of this organization and I am currently performing duty in an additional MOS. The unit to which I am requesting reassignment has an authorized vacancy in my PMOS.</p> <p style="text-align: center;"><i>Ralph T. Underwood</i> RALPH T. UNDERWOOD PFC, RA 19300831</p> | |

DA FORM 2496
1 FEB 62REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE
ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. * U.S. GOVERNMENT PRINTING OFFICE : 1963 O-797-911

★Figure 11-1-10.1.

28 May 1969

AIDG-CB (15 Jan 69)

SUBJECT: Request for Reassignment

TO CO, 1st Bn, 19th Inf FROM CO, Co B, 1st Bn, 19th Inf DATE 17 Jan 69 CMT 2

1. Recommend approval.
2. Conduct Ede Efficiency Ede.
3. Status of soldier:
 - a. VPMOS: 11B10
 - b. Duty: 71B10
 - c. SMOS: 76A10
 - d. AMOS: 71B10
 - e. ETS: Mar 70
4. Status of soldier's PMOS in unit:
 - a. Authorized: None
 - b. Operating: None
5. PFC Underwood is not under charges, investigation, flagging action under AR 600-31, or administrative action which may result in reassignment or separation.

Thomas W. Lingen
THOMAS W. LINGEN
CPT, Inf
Commanding

★Figure 11-1-10.2.

Procedure 11-1-11
PERMISSIVE REASSIGNMENT

1. Reference. AR 614-6.

★2. Form. DA Form 2496 (Disposition Form).

3. General. Soldiers assigned within the continental United States may request reassignment to another station in the United States when personal problems present a need for such reassignment, but they do not have sufficient basis for a compassionate reassignment. A permissive reassignment is not considered in the best interests of the Government and the soldier will be required to pay all costs of the move including transportation of household goods, movements of dependents, etc. Travel time is not authorized for a permissive reassignment but ordinary leave may be granted to accomplish the travel. This type of reassignment request may be submitted only when an appropriate grade and MOS vacancy exists at the station to which reassignment is desired. Inquiries will not be initiated through official correspondence nor will installation commanders be queried by personal letters.

4. Procedure. *a.* The first orderly room action on any application for reassignment is a personal interview by the unit commander according to unit procedures.

b. Prior to actual submission of the application, the soldier must obtain documentary evidence to establish the existence of family prob-

lems necessitating reassignment. If a prior request for compassionate reassignment was disapproved, the same documentary evidence may be used for permissive reassignment.

c. Interview the soldier as necessary to obtain information for the application (fig. 11-1-11.1) and verify his eligibility from AR 614-6.

d. Have the soldier read and sign waiver of Government payment of expenses incident to reassignment (fig. 11-1-5.2).

e. Inform the soldier that if he does not have sufficient accrued leave time to accomplish travel to new duty station he must request advance or excess leave (Procedure 11-2-4).

f. Prepare the application in original and 5 copies using information furnished by the soldier.


★g. Obtain information for Comment 2 (fig. 11-1-11.1). Ascertain whether individual is subject to flagging or other personnel actions. Data concerning the unit MOS inventory may be computed from the monthly Personnel Information Roster.

★h. On completion of Comment 2—

(1) Remove a copy of application for unit file.

(2) Forward application in original and 4 copies through battalion headquarters to the PSD.

28 May 1969

| DISPOSITION FORM | |
|--|--|
| (AR 340-15) | |
| REFERENCE OR OFFICE SYMBOL UNDERWOOD, Ralph T. RA 19300831 | SUBJECT Request for Permissive Reassignment |
| TO CO, Co B, 1st Bn, 19th Inf, FROM PFC Ralph T. Underwood DATE 15 Jan 1969 CMT 1 Ft Miller, Utah RA 19300831, Co B, 1st Bn, 19th Inf, Ft Miller, Utah | |
| <p>1. Under paragraph 22, AR 614-6, I request a permissive reassignment to Camp Drum, New York.</p> <p>2. On 12 December 1968, my father suffered a minor heart attack. Our family doctor stated that he would not be able to work full time when he recovers from his illness. My mother had to stop working in order to take care of my father. I feel if this transfer is approved that I would be more able to help out at home. My home is 14 miles from Camp Drum, New York. Statement of our family physician is attached as inclosure 1.</p> <p style="text-align: right;">  RALPH T. UNDERWOOD PFC, RA 19300831 </p> <p>1 Incl *Statement of Dr. Lee</p> <p>*Sample not provided.</p> | |

DA FORM 2496
1 FEB 62REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE
ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. * U.S. GOVERNMENT PRINTING OFFICE : 1963 O-707-917

★Figure 11-1-11.1.

28 May 1969

C 2, AR 600-17

AIDG-CB (15 Jan 69)
SUBJECT: Request for Permissive Reassignment

THRU CO, 1st Bn, 19th Inf FROM CO, Co B, 1st Bn, DATE: 16 Jan 69 CMT 2
19th Inf
TO CG 99th Inf Div
ATTN: AG-PSD

1. Recommend approval.

2. Conduct Excellent Efficiency Excellent.

3. Soldier's MOS:

a. Primary: 71B20

b. Secondary: 71F20

c. Additional: None

d. Duty: 71B20

4. This unit is overstrength in soldier's MOS:

a. Authorized: 86 E3 71B20

b. Actual: 88 E3 71B20

5. PFC Underwood is not under charges, investigation, flagging action under AR 600-31, or other administrative actions which may result in reassignment or separation.

1 Incl
ne

Thomas W. Lingen
THOMAS W. LINGEN
CPT, Inf
Commanding

★Figure 11-1-11.2.

Procedure 11-1-15

TEMPORARY DEFERMENT FROM FOREIGN SERVICE

1. Reference. AR 614-30.

★2. Form. DA Form 2496 (Disposition Form).

★3. General. Under the provisions of chapter 3, AR 614-30, a soldier may be granted a temporary deferment from overseas service when compliance with such orders will impose undue hardship upon the individual or his family. Criteria for determining "hardship" are set forth in AR 614-30. In no case will AR 614-30 be used as a means of affording individuals an unjustified delay in departure from their home stations. To avoid excessive loss of time in processing approved requests for deferment, every effort will be made to expedite the forwarding of applications.

4. Procedure. *a.* The first orderly room action on any application for deferment is a personal interview by the unit commander according to unit procedures.

b. Prior to actual submission of the application, the soldier must obtain documentary evi-

dence, in accordance with AR 614-30, to establish the existence of family problems necessitating deferment.

c. The soldier must make a statement as to whether or not request for deferment from this or another overseas assignment has ever been submitted and the action taken in response to such a request.

★*d.* Based on information provided by the soldier, type the request on DA Form 2496 in original and 2 copies.

★*e.* The unit commander's indorsement will include information as prescribed by AR 614-30. Check MPRJ (DA Form 201) for flagging action or pending personnel actions.

f. On completion of Comment 2 by the unit commander—

(1) Remove a copy of correspondence for unit files.

(2) Forward application in original and 1 copy through battalion headquarters to the PSD.

Procedure 11-1-16

VERIFICATION AND USE OF PERSONNEL INFORMATION ROSTER

1. References.

- ★*a.* AR 600-200.
- b.* AR 600-16.
- c.* DA Pam 600-8.

2. Forms.

- a.* Personnel Information Roster (Machine) DA 2472 (app 6-III).
- b.* Personnel Information Roster (Manual) (fig. 3-11.1, DA Pam 600-8).

3. General. The Personnel Information Roster is a monthly roster listing basic information on all officer and enlisted personnel assigned to each company of the division. It is a means of communication between the PSD and a commander or staff supervisor regarding personnel management activities. The roster is maintained on a day-to-day basis to indicate forwarding of requests for reclassification or reassignment; approval of OJT; posting of special orders; changes of duty titles or duty MOS; recommendations for appointment, conduct, and efficiency ratings; and remarks pertaining to qualification in DMOS.

4. Procedure. *a.* Upon initial receipt of the letter from the PSD (fig. 11-1-16.1) with 4 copies of the Personnel Information Roster—

(1) Verify entries on the roster by checking against the preceding month's posted roster.

(2) Correct errors by drawing a single line through erroneous data and printing correct information.

b. In addition to the sources of information in paragraph 3, check with the first sergeant and unit commander for any other information or actions the unit commander desires in the "Remarks" column.

c. Print information from the previous month's posted roster and additional information and actions desired by the unit commander in the "Remarks" column on all copies of the roster.

d. Prepare an indorsement to return the rosters to the PSD (fig. 11-1-16.1).

e. Attach all copies of the roster and give to the first sergeant to check for accuracy and proper content.

f. When the first sergeant has completed checking the correspondence, submit it to the unit commander for verification and signature.

g. After receipt of the signed correspondence and attached rosters from the unit commander—

★(1) Dispatch the original and 1 copy of the letter, and the original and 1 copy of the roster to the PSD.

(2) Retain 1 copy of the PSD letter in the unit files.

(3) Retain 1 copy of the roster to be used as a work copy. Keep the roster posted daily by entering changes in duty MOS, reclassification and reassignment actions, requests for OJT submitted to the commander, special orders, conduct and efficiency ratings, and other appropriate remarks as directed by the unit commander.

h. The PSD will take appropriate action on the annotated roster and return 1 copy of the roster indicating the action has been accomplished or is pending. Upon receipt of the copy of the completed roster from the personnel management team specialist—

(1) Route the roster to the first sergeant and the unit commander for information relative to action completed by the PSD, and requests from the PSD for action to be accomplished by the unit.

(2) Withdraw file copy of the letter referred to in *g*(2) above, and destroy.

(3) Post comments from the returned roster to the work copy *g*(3) above, and file the returned roster in the unit files for 3 months, then destroy.

i. Upon receipt of the next month's completed roster from the PSD, repeat the maintenance procedures.

28 May 1969

DEPARTMENT OF THE ARMY
HEADQUARTERS
99TH INFANTRY DIVISION
FORT MILLER, UTAH 00000

6 April 1969

SUBJECT: Verification of Personnel Information Roster

Commanding Officer
Company C, 2d Battalion
19th Infantry
Fort Miller, Utah

1. Three (3) copies of a Personnel Information Roster for your organization are attached for verification and comment.
2. Request that the information on the roster be verified and changes and/or discrepancies be noted in the remarks column. An asterisk appearing in the remarks column opposite a line entry indicates a possible mal-assignment or other discrepancy in the data shown.
3. Remarks to be entered are:
 - a. Changes of duty assignments.
 - b. Enlisted efficiency ratings in the event of supervisory changes.
 - c. Classification or reclassification actions desired.
 - d. Satisfactory completion of on-the-job training.
 - e. Discrepancies in duty titles or duty MOS.
 - f. Other pertinent information.
4. The Personnel Information Roster verified in February, May, August, and November will be annotated with a "yes" opposite the names of soldiers recommended for promotion to the next higher temporary grade. Recommended individuals must meet all eligibility criteria in AR 600-200 or meet the criteria by (specify date), to be recommended for promotion.

★Figure 11-1-16.1

6 April 1969

SUBJECT: Verification of Personnel Information Roster

5. Two copies of the verified Personnel Information Roster are to be returned to this headquarters, ATTN: AGPSD-M, not later than five work days after receipt.

FOR THE COMMANDER:

1 Incl
as

JOHN W. SMITH
CPT, AGC
Asst Adj Gen

(6 April 1969)

1st Ind

CO, Co B, 1st Bn, 19th Inf, Fort Miller, Utah, 5 June 1961

TO: Commanding General, 99th Inf Div, Fort Miller, Utah

Paragraphs 2, 3, 4, and 5 of basic letter complied with.

1 Incl
wd trip cy

JAMES R. JONES
CPT, Inf
Commanding

★Figure 11-1-16.1—Continued.

Procedure 11-1-17
VOLUNTEER FOR FOREIGN SERVICE

1. Reference. AR 614-30.

★**2. Form.** DA Form 2496 (Disposition Form).

★**3. General.** An individual volunteering for foreign service must meet the criteria contained in AR 614-30. The submission of a request for oversea service constitutes a waiver, if applicable, of any assured service in CONUS or area of residence. This request will also constitute a commitment to extend term of enlistment or active duty, or to reenlist in order to have sufficient remaining service to complete the prescribed tour in the oversea area. If the application is approved reassignment is directed, reenlistment, extension of active duty or extension of enlistment will be accomplished prior to departure from the home station.

4. Procedure. *a.* Have the soldier read the eligibility requirements in AR 614-30 and assist him in determining his eligibility.

★*b.* Interview the soldier to obtain the necessary information for the application (fig. 11-1-17.1). Verify personal data and determine whether individual is subject to flagging or other pending personnel actions.

c. Prepare the application and Comment 2 on DA Form 2496 in original and 4 copies (fig. 11-1-17.1).


★*d.* When the unit commander has completed Comment 2—

(1) Remove a copy of the correspondence for the battalion headquarters and place a red check mark beside the address of the headquarters.

(2) Remove a copy of the correspondence for the unit file.

(3) Forward the application in original and 2 copies to the PSD.

★*e.* When an approved request for foreign service is received, notify soldier in accordance with unit policy.

| DISPOSITION FORM | | | |
|---|---|----------------------|-------|
| (AR 340-15) | | | |
| REFERENCE OR OFFICE SYMBOL | SUBJECT | | |
| ROONEY, Alfred J RA 31228175 | Request for Overseas Service | | |
| TO CO, CO D, 2d Bn, 3d Inf Fort Myer, Virginia | FROM CPL Alfred J. Rooney RA 31228175, Co D, 2d Bn, 3d Inf | DATE 7 April 1969 | CMT 1 |
| <p>1. Under Chapter 2, AR 614-30, I request reassignment to the following overseas area in the priority indicated:</p> <div style="margin-left: 40px;"> <p>a. Africa and Middle East Asia: () _____ (AMEA) () _____ () _____</p> <p>b. European Area: (3) <u>Germany</u> (EURA) () _____ () _____</p> <p>c. Far East and Pacific Area: (1) <u>Hawaiian Islands</u> (FEPA) (2) <u>Vietnam</u> () _____</p> <p>d. North America and North Atlantic Area: () _____ (NANA) () _____ () _____</p> <p>e. South America and Caribbean Area: (4) <u>Puerto Rico</u> (SACA) () _____ () _____</p> </div> <p>2. I (do) (do not) have dependents. My last completed overseas tour was (with) (without) dependents in <u>Korea</u>. My DROS was <u>12 July 1967</u>.</p> <p>3. If selected for assignment to an overseas area of my choice, I will extend my period of active duty, or reenlist, in order to complete the normal overseas tour as prescribed in AR 614-30.</p> <div style="text-align: right; margin-right: 100px;">  (signature block) </div> <p style="margin-top: 20px;">NOTE: This format is suitable for reproduction as a form letter</p> | | | |

DA FORM 2496
1 FEB 62REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE
ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. * U.S. GOVERNMENT PRINTING OFFICE : 1962 O-707-811

★ Figure 11-1-17.1

28 May 1969

AIDG-CB (7 Apr 69)

SUBJECT: Request for Oversea Service

TO CG, 99th Inf Div FROM CO, Co B, 1st Bn, DATE 9 Apr 69 CMT 2
ATTN: AG-PSD 19th Inf

1. Recommend approval.

2. Conduct Excellent Efficiency Excellent.

3. CPL Rooney is not under charges, investigation, flagging action under AR 600-31, or administrative actions which may result in reassignment or separation.

Copy furn
CO, 2d Bn, 3d Inf

Trig R. Flanagan
TRIG R. FLANAGAN
CPT, Inf
Commanding

★Figure 11-1-17.2

Section III. PERSONNEL ACTIONS AND PERSONAL AFFAIRS

Procedure 11-2-4

LEAVE AND PASS

1. References.

- a. AR 630-5.
- b. AR 630-20.

★2. Forms.

- a. DA Form 31 (Request and Authority for Absence).
- b. DA Form 2496 (Disposition Form).
- c. DD Form 345 (Armed Forces Liberty Pass).
- d. DA Form 647 (Official Personnel Register).

★3. General. a. A soldier accrues 30 days leave a year (2 1/2 days per calendar month). Under certain circumstances he may be granted emergency leave, more leave than he has accrued (advance leave), or leave in excess of advance leave (excess leave). Except for emergency leave, the day a soldier "signs out" at his unit is the first day of leave, and the day before he "signs in" at his unit is the last day of leave. The day a soldier "signs in" from leave is a day of duty and is not chargeable as leave. As an exception, once a leave has started he will be charged with 1 day even though he signs in on the same day. Emergency leave begins on the day of departure from the Port of Embarkation (POE) in the CONUS and ends on the day before the day of return to the POE. Travel to and from CONUS is in TDY status and is at Government expense. Leave is reported on the unit morning report based on information from the duplicate copy of the leave request and the Personnel Register (DA Form 647) (Sign-Out Register). Care must be taken to insure that morning report entries are made when a soldier's leave status changes from ordinary to advance or excess leave. Each major commander will publish local leave policies in command directives. These policies must be

checked thoroughly before processing leave requests.

b. The approving authority for ordinary leave of officers assigned to organic companies/batteries/troops is normally the commander of the unit. Staff officer leaves normally are coordinated with the commander of the staff to which the officer is assigned. As a result, officer leave requests will be processed as indicated in paragraph 4, with appropriate modifications according to unit policies.

★4. Procedure. a. *Regular and Special pass.* Prepare DD Form 345 (Armed Forces Liberty Pass) for each soldier in grades E-1 through E-5 assigned or attached to the unit. Information to complete the DD Form 345 will be taken from the Personnel Information Roster. DD Form 345 will be issued and controlled according to unit policy. The identification card (DD Form 2A) is used as a regular pass for enlisted men in grade E-6 and above.

★b. *Special pass.* Prepare special passes on DA Form 31 in duplicate, or other command approved form. After the pass is approved and signed (if DA Form 31 is used)—

(1) Give the original to the first sergeant for issuance according to unit policy.

(2) File the duplicate in the unit suspense file under the date of *return* from pass. This will serve as a check to insure that the soldier returns from pass and "signs in" as scheduled.

★c. *Ordinary leave.*

(1) Determine if the request for leave has the informal approval of the soldier's immediate superior.

(2) Check the unit duty roster for the soldier's scheduled duties during the period of leave. If possible provide a replacement; if not, the leave should be disapproved.

★(3) Rescinded.

(4) If the number of days leave requested would result in a negative balance and the individual still desires the leave, the request will be processed as a request for advance or excess leave.

★(5) If the number of days leave requested is equal to or less than the amount of accrued leave, complete the leave request in original and 1 copy.

(6) Have the soldier sign the request and submit it to his immediate superior in accordance with unit policy.

(7) When leave has been approved by the first sergeant and signed by the unit commander—

(a) Give the original to the first sergeant to issue to the soldier.

(b) File the copy in the morning report suspense file under date of leave.

d. Ordinary leave outside CONUS.

(1) Requests for permission to visit Canada, Mexico, Bermuda, Canal Zone, and the West Indies normally are approved by the unit commander, unless that authority is withheld by higher headquarters. They will be processed in the same manner as ordinary leave. A leave to the Canal Zone must include authority to visit the Republic of Panama.

(2) Requests for authority to visit other areas outside CONUS must be submitted at least 20 days in advance of the leave period in the format shown in figure 11-2-4.3.

★(3) Rescinded.

(4) Prepare the request in original and 2 copies.

(5) Prepare DA Form 31 and attach as inclosure 1.

(6) Arrange for the unit commander to counsel the soldier as required by AR 630-5.

(7) Upon completion of Comment 2 by the unit commander—

(a) Remove 1 copy of the correspondence for suspense (5-day suspense).

(b) Forward original and 1 copy to the PSD through battalion headquarters.

(8) Orders, if required, and instructions will be issued upon approval of the leave by the PSD.

(9) When approved leave is returned

from the PSD, comply with c(7)(a) and (b) above.

e. Advance leave. When leave is required to solve emergency, morale, or personal problems and the soldier has not accrued sufficient leave, leave may be advanced based on 2½ days for each month of service remaining before separation up to a maximum of 45 days. Normally, advance leave is approved by the unit commander. Process in accordance with c above, except that Item 4 of DA Form 31 will indicate "Advance Leave." The request must indicate reason advance leave is required.

f. Excess leave. Excess leave is leave without pay or allowances. It may be granted only for emergency or unusual conditions when the total leave required is greater than accrued leave plus the amount that can be advanced.

(1) Interview the soldier to determine—

(a) Reason for the leave.

(b) Why excess leave is necessary.

(c) Total amount of leave being requested.

(d) Total amount of excess leave being requested.

(e) Effective date of leave.

(f) Leave address.

★(2) Determine the soldier's accrued leave balance.

(3) Prepare the request in original and 3 copies (fig. 11-2-4.4).

(4) Prepare a DA Form 31 and attach as Inclosure 1. Item 4 will indicate "Excess Leave."

(5) Give the completed request to the soldier to submit in accordance with unit policy.

(6) When the leave has been informally approved according to unit policy—

(a) Prepare the unit commander's recommendations as Comment 2 to the request.

(b) Submit the request for signature.

(7) When the unit commander has completed his comment—

(a) Remove a copy of the request for the suspense file (5-day suspense).

(b) Forward the original and 2 copies of the request to the PSD.

(8) When approved leave is returned

from the PSD, comply with *c*(7)(a) and (b) above.

g. Emergency leave.

(1) Emergency leave policies are contained in AR 630-5. An emergency leave cannot occur when the soldier and the point of leave are both within CONUS. Such leave, though prompted by emergency reasons, is ordinary leave and is processed as in *c* above, but on an expedited basis.

(2) Emergencies requiring leave to or from a point outside CONUS ordinarily must be verified by the American Red Cross (AMCROSS). All soldiers should be advised to have friends or relatives contact the local AMCROSS chapter if an emergency arises. If the soldier is contacted directly, his unit must verify the emergency through AMCROSS channels and this could cause undue delay.

★(3) If the emergency has been verified by the AMCROSS, obtain the following information from the soldier and unit files and prepare an application in original and 2 copies (fig. 11-2-4.5).

- (a) Reason for leave.
- (b) Leave address.
- (c) Accrued leave status.

(4) If excess leave is needed, furnish the information required by *f* above.

★(5) Attach a copy of the AMCROSS message verifying the emergency as Inclosure 1.

(6) Prepare unit commander's approval and have it signed.

(7) Remove 1 copy and place in suspense file (5-day suspense).

(8) If authorized by local policy, have soldier hand-carry original and 1 copy of application to the PSD.

★(9) If the emergency has not been verified by the AMCROSS, contact the local AMCROSS representative and request verification.

★(10) Comply with (3) through (7) above, and forward the application to the PSD in original and 1 copy.

(11) If the AMCROSS verification is received at the unit, telephone or hand-carry the message to the PSD.

(12) If the leave is approved, the PSD will furnish orders and necessary instructions on clearance and transportation.

(13) Upon approval the unit will expedite clearance of the soldier and arrange for local transportation.

28 May 1969

DISPOSITION FORM

(AR 340-15)

| | |
|------------------------------------|--|
| REFERENCE OR OFFICE SYMBOL | SUBJECT |
| Underwood, Ralph T. RA 19300831 | Ordinary Leave Outside Continental U. S. |

| | | | |
|---|---|-----------|-------|
| TO | FROM | DATE | CMT 1 |
| CO, Co B, 1st Bn, 19th Inf Ft Miller, Utah | PFC Ralph T. Underwood RA 19300831, Co B, 1st Bn, 19th Inf, Ft Miller, Utah | 12 Jan 69 | |

1. Under the provision of AR 630-5, it is requested that I be granted permission to visit British Honduras on ordinary leave for a period of 25 days effective 1 Feb 1969.

- a. I have taken 10 days leave in the past 12 months.
- b. I have 35 days leave accrued.
- c. Address while on leave: c/o Maile Hotel, Belize.
- d. ETS: 4 July 1969

2. I understand that there is no obligation for the government to furnish transportation for any part of the travel in connection with my leave and I have sufficient personal funds to defray the cost of commercial transportation.

1 Incl
DA Form 31

Ralph T. Underwood
RALPH T. UNDERWOOD
RA 19300831

DA FORM 2496
1 FEB 62

REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. * U.S. GOVERNMENT PRINTING OFFICE : 1963 O-707-911

★Figure 11-2-4.3

AIDG-CB (12 Jan 69)

SUBJECT: Ordinary Leave Outside Continental U. S.

THRU CO, 1st Bn, 19th Inf FROM CO, Co B, 1st Bn, 19th Inf DATE 13 Jan 69 CMT 2

TO CG, 99th Inf Div

ATTN: AG-PSD

1. Recommend approval.

2. PFC Underwood has shown me evidence of his ability to pay commercial transportation costs and I have counseled him concerning his responsibility to obtain entry and exit documents as required by the country to be visited.

1 Incl

nc



THOMAS W. LINGGEN

CPT, Inf
Commanding

NOTE.--The approving authority will furnish special instructions and orders, if required.

★Figure 11-2-4.3--Continued.

[Next page is 11-73]

| PERSONNEL ACTION (AR 340-15) | | DATE 1 December 1961 |
|--|---|-------------------------|
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Request for Excess Leave | |
| TO: CO, Co B, 1st Bn, 19th Inf Ft Miller, Utah | FROM: Pfc Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf Ft Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Under the provisions of AR 630-5, request that I be granted 5 days excess leave.</p> <p>2. If this request is approved, I understand that during the period I am on excess leave I will not be entitled to pay and allowances.</p> <p>3. Pertinent data:</p> <p>a. Leave balance as of this date: 3</p> <p>b. Date of normal separation from active service: 3 Jan 62</p> <p>4. Reason excess leave is required: A lawsuit is being prepared to condemn property which I own in Triad, Utah. To successfully defend my interests I must be in Triad for a preliminary settlement hearing on 6 Dec 61. I have already been advanced all leave that I will accrue prior to separation.</p> <p style="text-align: right;"><i>Ralph T Underwood</i> RALPH T. UNDERWOOD RA 19 300 831 Pfc, Co B, 1st Bn, 19th Inf</p> <p>1 Incl DA Form 31</p> | |
| 2 | <p>TO: CG, 99th Inf Div FROM: CO, Co B, 1st Bn, 19th Inf 2 Dec 61 ATTN: AG-PSD</p> <p>1. Recommend approval.</p> <p>2. I have interviewed Pfc Underwood and established to my satisfaction that the circumstances require him to go to Triad, Utah in order to avoid a substantial personal financial loss.</p> <p style="text-align: right;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> <p>1 Incl nc</p> | |

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

DA FORM 1049
1 OCT 55

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1965 O-36-5714

Figure 11-2-4.4.

| PERSONNEL ACTION (AR 340-15) | | DATE 1 December 1961 |
|---|---|-------------------------|
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Request for Emergency Leave | |
| TO: CO, Co B, 1st Bn, 19th Inf APO 100, New York, N. Y. | FROM: Pfc Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf APO 100, New York, New York | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Under the provisions of AR 630-5, request that I be granted 30 days emergency leave to CONUS.</p> <p>2. I have received notification from the Red Cross that my wife is seriously ill.</p> <p>3. Pertinent data.</p> <p>a. Leave balance as of this date: 30</p> <p>b. Leave address: 13025 Morgate Ave., Salt Lake City, Utah.</p> <p>3. (Included only if excess leave is required.) Request that I be authorized 15 days excess leave. My normal ETS is 12 Dec 62. I understand that during the period of excess leave I will not be entitled to pay and allowances.</p> <p style="text-align: right;"><i>Ralph T. Underwood</i> RALPH T. UNDERWOOD RA 19 300 831 Pfc</p> <p>1 Incl ARCMSG</p> | |
| 2 | <p>TO: CG, 99th Inf ATTN: AG-PSD APO 100, NY, NY</p> <p>FROM: CO, Co B, 1st Bn, 19th Inf APO 100, NY, NY</p> <p>1 Dec 61</p> <p>Recommend approval.</p> <p style="text-align: right;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> <p>1 Incl nc</p> | |

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

DA FORM 1049
1 OCT 55

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO : 1955 O - 304714

Figure 11-2-4.5.

Procedure 11-2-5

MEDICAL EXAMINATIONS

★1. References.

AR 40-501.

★2. Forms.

- a. DA Form 2496 (Disposition Form).
- b. SF 88 (Report of Medical Examination).
- c. SF 89 (Report of Medical History).

★3. General. Officer and enlisted personnel are required to undergo medical examinations for a variety of reasons such as enlistment, appointment, to qualify for special training or schooling, separation, etc. The number of copies of SF 88 and SF 89 required for any specific action or application are indicated in the regulation requiring the medical examination.

4. Procedure. a. The PSD will notify the unit commander when medical examinations are required. The required forms and any special instructions will be furnished by the PSD (fig. 11-2-5.1).

(1) Telephone the medical facility designated to administer the medical examinations to personnel of the unit. Request the date and

time the individual should report for the type of examination required.

(2) Furnish the individual the blank SF 89 (Report of Medical History) and instruct him to complete the form in ink, in his own handwriting, except items 6, 15, 16, 22a and b if male, and item 40. Have him write a statement of his physical condition in item 73; SF 88, as directed by the PSD (fig. 11-2-5.3). Assist the soldier as may be required.

(3) Direct the soldier to report to the examining facility, with the completed forms, in accordance with unit procedure.

b. In some cases it will be required that the individual obtain his DD Form 722 (Health Record) or that it be obtained for him, prior to reporting for a medical examination. This procedure will depend on the type of medical facility supporting the unit and the purpose of the examination.

★c. Upon receipt of the completed SF 88 and SF 89, attach documents to correspondence directing the medical examination and return to the PSD (Comment 2, figure 11-2-5.1).

28 May 1969

DISPOSITION FORM

(AR 340-15)

| | |
|----------------------------|--------------------------------|
| REFERENCE OR OFFICE SYMBOL | SUBJECT |
| AG-PSD | Medical Examination/Evaluation |

TO CO, Co B, 1st Bn, 19th Inf FROM CG, 99th Inf Div DATE S-1 Mar 69 CMT 1
Fort Miller, Utah Fort Miller, Utah 1 Dec 68

1. The following named enlisted men will accomplish medical examination/evaluation on or before dates indicated:

| GRADE | NAME | SN | TYPE | NLT DATE | DATE COMPL |
|-------|--------------------|-------------|------|-----------|------------|
| SP4 | Statzer, Luther O. | RA 11000000 | Sep | 26 Feb 69 | |
| PFC | Taylor, Thomas A. | US 13345623 | Sep | 28 Feb 69 | |

2. Personnel requiring medical examination/evaluation will:

a. Complete SF 89 (Report of Medical History) in their own handwriting in ink, except items 6, 15, 16, 22a and b if male, and item 40. This is not required for a periodic medical examination.

b. In their own handwriting, enter in ink in item 73 of SF 88 (Report of Medical Examination) statements concerning their health since their last medical examination and sign.

c. Be informed of the time and data and place to report to medical examination.

d. Be informed of where he may obtain Health Records prior to reporting for medical examination.

e. Report to medical facility with Health Records and partially completed SF 88's (and SF 89's, if required) for medical examination.

3. This correspondence will be returned not later than the suspense date, with the date of completion of examination indicated in "Date Compl" column above.

FOR THE COMMANDER:

Ken White

- 2 Incl
1. SF 88 (dupe)
2. SF 89

KEN WHITE
CPT, AGC
Asst AG

DA FORM 2496
1 FEB 62

REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED. * U.S. GOVERNMENT PRINTING OFFICE : 1963 O-707-911

★ Figure 11-2-5.1

2 AG-PSD
SUBJECT: Medical Examination/Evaluation
TO: CG, 99th Inf Div FROM: CO, Co B, 1st Bn, 19th Inf
ATTN: AG-PSD

23 Feb 62

Medical examinations were accomplished on the date indicated.

2 Incl
nc



THOMAS W. LINGEN
Capt, Inf
Commanding

Figure 11-2-5.1—Continued.

Standard Form 89
(Rev. Aug. 1950)
BUREAU OF THE BUDGET
CIRCULAR A-32

REPORT OF MEDICAL HISTORY

89-103

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

| | | | | | |
|---|-----------------------------|--|--|---|--|
| 1. LAST NAME—FIRST NAME—MIDDLE NAME <u>Underwood Ralph Tyler</u> | | 2. GRADE AND COMPONENT OR POSITION <u>Sgt (E-5) CP-10 RA</u> | | 3. IDENTIFICATION NO. <u>19300831</u> | |
| 4. HOME ADDRESS (Number, street or RFD, city or town, zone and State) <u>Rd 6, Wayne, Pennsylvania</u> | | 5. PURPOSE OF EXAMINATION <u>Airborne Training</u> | | 6. DATE OF EXAMINATION | |
| 7. SEX <u>Male</u> | 8. RACE <u>Caucasian</u> | 9. TOTAL YEARS GOVERNMENT SERVICE MILITARY <u>5</u> CIVILIAN <u>0</u> | | 10. AGENCY <u>Army</u> | 11. ORGANIZATION UNIT <u>Co B, 1st Bn, 19th Inf</u> |
| 12. DATE OF BIRTH <u>1 Jan 30</u> | | 13. PLACE OF BIRTH <u>Wayne, Pa.</u> | | 14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN <u>Joseph B. Underwood</u> <u>Route 6, Wayne, Penn</u> | |
| 15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS | | | | 16. OTHER INFORMATION | |

17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)

Present Health is Excellent

| 18. FAMILY HISTORY | | | | | 19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE? | | | |
|----------------------|-----------|------------------|-------------------------|--------------|---|----|--|-------------|
| RELATION | AGE | STATE OF HEALTH | IF DEAD, CAUSE OF DEATH | AGE AT DEATH | YES | NO | (Check each item) | RELATION(S) |
| FATHER | <u>52</u> | <u>Excellent</u> | | | | | <input checked="" type="checkbox"/> HAD TUBERCULOSIS | |
| MOTHER | <u>50</u> | <u>Excellent</u> | | | | | <input checked="" type="checkbox"/> HAD SYPHILIS | |
| SPOUSE | | | | | | | <input checked="" type="checkbox"/> HAD DIABETES | |
| | | | | | | | <input checked="" type="checkbox"/> HAD CANCER | |
| BROTHERS AND SISTERS | | | | | | | <input checked="" type="checkbox"/> HAD KIDNEY TROUBLE | |
| | | | | | | | <input checked="" type="checkbox"/> HAD HEART TROUBLE | |
| | | | | | | | <input checked="" type="checkbox"/> HAD STOMACH TROUBLE | |
| | | | | | | | <input checked="" type="checkbox"/> HAD RHEUMATISM (Arthritis) | |
| CHILDREN | | | | | | | <input checked="" type="checkbox"/> HAD ASTHMA, HAY FEVER, MEASLES | |
| | | | | | | | <input checked="" type="checkbox"/> HAD EPILEPSY (Fits) | |
| | | | | | | | <input checked="" type="checkbox"/> COMMITTED SUICIDE | |
| | | | | | | | <input checked="" type="checkbox"/> BEEN INSANE | |

| 20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item) | | | | | | | | |
|--|----|------------------------------|-------------------------------------|----|---|-------------------------------------|----|--------------------------------------|
| YES | NO | (Check each item) | YES | NO | (Check each item) | YES | NO | (Check each item) |
| <input checked="" type="checkbox"/> | | SCARLET FEVER, ERYSIPELAS | <input checked="" type="checkbox"/> | | GOITER | <input checked="" type="checkbox"/> | | TUMOR, GROWTH, CYST, CANCER |
| <input checked="" type="checkbox"/> | | DIPHTHERIA | <input checked="" type="checkbox"/> | | TUBERCULOSIS | <input checked="" type="checkbox"/> | | RUPTURE |
| <input checked="" type="checkbox"/> | | RHEUMATIC FEVER | <input checked="" type="checkbox"/> | | SOAKING SWEATS (Night sweats) | <input checked="" type="checkbox"/> | | APPENDICITIS |
| <input checked="" type="checkbox"/> | | SWOLLEN OR PAINFUL JOINTS | <input checked="" type="checkbox"/> | | ASTHMA | <input checked="" type="checkbox"/> | | PILES OR RECTAL DISEASE |
| <input checked="" type="checkbox"/> | | MUMPS | <input checked="" type="checkbox"/> | | SHORTNESS OF BREATH | <input checked="" type="checkbox"/> | | FREQUENT OR PAINFUL URINATION |
| <input checked="" type="checkbox"/> | | WHOOPING COUGH | <input checked="" type="checkbox"/> | | PAIN OR PRESSURE IN CHEST | <input checked="" type="checkbox"/> | | KIDNEY STONE OR BLOOD IN URINE |
| <input checked="" type="checkbox"/> | | FREQUENT OR SEVERE HEADACHE | <input checked="" type="checkbox"/> | | CHRONIC COUGH | <input checked="" type="checkbox"/> | | SUGAR OR ALBUMIN IN URINE |
| <input checked="" type="checkbox"/> | | DIZZINESS OR FAINTING SPELLS | <input checked="" type="checkbox"/> | | PALPITATION OR POUNDING HEART | <input checked="" type="checkbox"/> | | BOILS |
| <input checked="" type="checkbox"/> | | EYE TROUBLE | <input checked="" type="checkbox"/> | | HIGH OR LOW BLOOD PRESSURE | <input checked="" type="checkbox"/> | | VENEREAL DISEASE |
| <input checked="" type="checkbox"/> | | EAR, NOSE OR THROAT TROUBLE | <input checked="" type="checkbox"/> | | CRAMPS IN YOUR LEGS | <input checked="" type="checkbox"/> | | RECENT GAIN OR LOSS OF WEIGHT |
| <input checked="" type="checkbox"/> | | RUNNING EARS | <input checked="" type="checkbox"/> | | FREQUENT INDIGESTION | <input checked="" type="checkbox"/> | | ARTHRITIS OR RHEUMATISM |
| <input checked="" type="checkbox"/> | | CHRONIC OR FREQUENT COLDS | <input checked="" type="checkbox"/> | | STOMACH, LIVER OR INTESTINAL TROUBLE | <input checked="" type="checkbox"/> | | BONE, JOINT, OR OTHER DEFORMITY |
| <input checked="" type="checkbox"/> | | SEVERE TOOTH OR GUM TROUBLE | <input checked="" type="checkbox"/> | | GALL BLADDER TROUBLE OR GALL STONES | <input checked="" type="checkbox"/> | | LAMENESS |
| <input checked="" type="checkbox"/> | | SINUSITIS | <input checked="" type="checkbox"/> | | JAUNDICE | <input checked="" type="checkbox"/> | | LOSS OF ARM, LEG, FINGER, OR TOE |
| <input checked="" type="checkbox"/> | | HAY FEVER | <input checked="" type="checkbox"/> | | ANY REACTION TO SERUM, DRUG OR MEDICINE | <input checked="" type="checkbox"/> | | PAINFUL OR "TRICK" SHOULDER OR ELBOW |

| 21. HAVE YOU EVER (Check each item) | | 22. FEMALES ONLY: A. HAVE YOU EVER— | | B. COMPLETE THE FOLLOWING: | |
|--|--|---|--|--|--|
| <input checked="" type="checkbox"/> WORN GLASSES | <input checked="" type="checkbox"/> ATTEMPTED SUICIDE | <input type="checkbox"/> BEEN PREGNANT | | AGE AT ONSET OF MENSTRUATION | |
| <input checked="" type="checkbox"/> WORN AN ARTIFICIAL EYE | <input checked="" type="checkbox"/> BEEN A SLEEP WALKER | <input type="checkbox"/> HAD A VAGINAL DISCHARGE | | INTERVAL BETWEEN PERIODS | |
| <input checked="" type="checkbox"/> WORN HEARING AIDS | <input checked="" type="checkbox"/> LIVED WITH ANYONE WHO HAD TUBERCULOSIS | <input type="checkbox"/> BEEN TREATED FOR A FEMALE DISORDER | | DURATION OF PERIODS | |
| <input checked="" type="checkbox"/> STUTTERED OR STAMMERED | <input checked="" type="checkbox"/> COUGHED UP BLOOD | <input type="checkbox"/> HAD PAINFUL MENSTRUATION | | DATE OF LAST PERIOD | |
| <input checked="" type="checkbox"/> WORN A BRACE OR BACK SUPPORT | <input checked="" type="checkbox"/> BLEED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION | <input type="checkbox"/> HAD IRREGULAR MENSTRUATION | | QUANTITY: <input type="checkbox"/> NORMAL <input type="checkbox"/> EXCESSIVE <input type="checkbox"/> SCANTY | |

| | | | |
|---|--|--|--|
| 23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS? <u>One</u> | 24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS? MONTHS <u>48</u> | 25. WHAT IS YOUR USUAL OCCUPATION? <u>Soldier</u> | 26. ARE YOU (Check one) <input checked="" type="checkbox"/> RIGHT HANDED <input type="checkbox"/> LEFT HANDED |
|---|--|--|--|

Figure 11-2-5.2.

| YES | NO | CHECK EACH ITEM YES OR NO EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT |
|-------------------------------------|-------------------------------------|--|
| | <input checked="" type="checkbox"/> | 27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF: A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC. |
| | <input checked="" type="checkbox"/> | B. INABILITY TO PERFORM CERTAIN MOTIONS |
| | <input checked="" type="checkbox"/> | C. INABILITY TO ASSUME CERTAIN POSITIONS |
| | <input checked="" type="checkbox"/> | D. OTHER MEDICAL REASONS (If yes, give reasons) |
| | <input checked="" type="checkbox"/> | 28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE? |
| | <input checked="" type="checkbox"/> | 29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details) |
| | <input checked="" type="checkbox"/> | 30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details) |
| | <input checked="" type="checkbox"/> | 31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details) |
| <input checked="" type="checkbox"/> | | 32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred) |
| | <input checked="" type="checkbox"/> | 33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic) |
| | <input checked="" type="checkbox"/> | 34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details) |
| | <input checked="" type="checkbox"/> | 35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details) |
| | <input checked="" type="checkbox"/> | 36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLDS? (If yes, which illnesses) |
| | <input checked="" type="checkbox"/> | 37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection) |
| | <input checked="" type="checkbox"/> | 38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability) |
| | <input checked="" type="checkbox"/> | 39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why) |

Item 32, Appendectomy, Age 22
No Complication

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

| | |
|--|--|
| TYPED OR PRINTED NAME OF EXAMINEE <u>Ralph T. Underwood</u> | SIGNATURE <u>Ralph T. Underwood</u> |
|--|--|

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 20 thru 39)

| | | | |
|--|------|-----------|---------------------------|
| TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER | DATE | SIGNATURE | NUMBER OF ATTACHED SHEETS |
|--|------|-----------|---------------------------|

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Figure 11-2-5.2—Continued.

88-107-01

Figure 11-2-5.3.

| MEASUREMENTS AND OTHER FINDINGS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------|------|----------------|--|----------------|---|--|--|----------------|------|-----------------|--|--|-------------------------|-----------------|--|--------------|--|---------------------------|-------------------------|-----------|--|----------|--|----|--|--|--|--|--|
| 51. HEIGHT | | 52. WEIGHT | | 53. COLOR HAIR | | 54. COLOR EYES | | 55. BUILD: <input type="checkbox"/> SLENDER <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY <input type="checkbox"/> OBESE | | | | 56. TEMPERATURE | | | | | | | | | | | | | | | | | | | |
| 57. BLOOD PRESSURE (Arm at heart level) | | | | | | | 58. PULSE (Arm at heart level) | | | | | | | | | | | | | | | | | | | | | | | | |
| A. SITTING | | SYS. | DAS. | B. RECUMBENT | | SYS. | DAS. | C. STANDING (3 min.) | | SYS. | DAS. | A. SITTING | | B. AFTER EXERCISE | | C. 2 MIN. AFTER | | D. RECUMBENT | | E. AFTER STANDING 3 MIN. | | | | | | | | | | | |
| 59. DISTANT VISION | | | | | | | 60. REFRACTION | | | | | | | 61. NEAR VISION | | | | | | | | | | | | | | | | | |
| RIGHT 20/ | | CORR. TO 20/ | | BY | | S. | | OX | | CORR. TO | | BY | | RIGHT 20/ | | CORR. TO 20/ | | BY | | S. | | OX | | CORR. TO | | BY | | | | | |
| LEFT 20/ | | CORR. TO 20/ | | BY | | S. | | OX | | CORR. TO | | BY | | LEFT 20/ | | CORR. TO 20/ | | BY | | S. | | OX | | CORR. TO | | BY | | | | | |
| 62. METEOROPHORIA (Specify distance) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ES° | | EX° | | R. H. | | L. H. | | PRISM DIV. | | PRISM CONV. CT | | PC | | PD | | | | | | | | | | | | | | | | | |
| 63. ACCOMMODATION | | | | | | | 64. COLOR VISION (Test used and result) | | | | | | | 65. DEPTH PERCEPTION (Test used and score) | | | | | | | UNCORRECTED | | | | | | | | | | |
| RIGHT | | | | | | | | | | | | | | | | | | | | | CORRECTED | | | | | | | | | | |
| LEFT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 66. FIELD OF VISION | | | | | | | 67. NIGHT VISION (Test used and score) | | | | | | | 68. RED LENS TEST | | | | | | | 69. INTRAOCULAR TENSION | | | | | | | | | | |
| 70. HEARING | | | | | | | 71. AUDIOMETER | | | | | | | | | | 72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score) | | | | | | | | | | | | | | |
| RIGHT WV | | /15 SV | | /15 | | | | 250 250 | | 500 518 | | 1000 1041 | | 2000 2048 | | 3000 3200 | | 4000 4096 | | 5000 5144 | | 6000 6198 | | | | | | | | | |
| LEFT WV | | /15 SV | | /15 | | | | RIGHT | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | LEFT | | | | | | | | | | | | | | | | | | | | | | | |
| 73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (Use additional sheets if necessary) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify) | | | | | | | | | | | | | | | 76. A. PHYSICAL PROFILE | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | P U L H E S | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | 1 1 1 1 1 1 | | | | | | | | | | | | | | | | |
| 77. EXAMINEE (Check) A. <input type="checkbox"/> IS QUALIFIED FOR B. <input type="checkbox"/> IS NOT QUALIFIED FOR | | | | | | | | | | | | | | | B. PHYSICAL CATEGORY | | | | | | | | | | | | | | | | |
| 78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER | | | | | | | | | | | | | | | A B C E | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | X | | | | | | | | | | | | | | | | |
| 79. TYPED OR PRINTED NAME OF PHYSICIAN | | | | | | | | | | SIGNATURE | | | | | | | | | | | | | | | | | | | | | |
| 80. TYPED OR PRINTED NAME OF PHYSICIAN | | | | | | | | | | SIGNATURE | | | | | | | | | | | | | | | | | | | | | |
| 81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which) | | | | | | | | | | SIGNATURE | | | | | | | | | | | | | | | | | | | | | |
| 82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY | | | | | | | | | | SIGNATURE | | | | | | | | | | NUMBER OF ATTACHED SHEETS | | | | | | | | | | | |

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★Figure 11-2-5.3—Continued.

| DISPOSITION FORM (AR 340-15) | | | |
|---|---|---|-----|
| REFERENCE OR OFFICE SYMBOL | | SUBJECT | |
| Underwood, Ralph T. RA 19 300 831 | | Request for Classification Board Action | |
| TO | FROM | DATE | CMT |
| CO, 1st Bn, 19th Inf Fort Miller, Utah | CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | 1 Dec 1968 | 1 |
| <p>1. Request that SGT Ralph T. Underwood, RA 19 300 831 be laterally appointed to SP5 for lack of leadership.</p> <p>2. SGT Underwood is attached to this unit from the 21st Medical Detachment, 19th Field Hospital, Fort Dundees, Texas.</p> <p>3. SGT Underwood is technically qualified in his primary MOS, but does not demonstrate the leadership ability required of a noncommissioned officer.</p> <p>4. On numerous occasions, I have talked to SGT Underwood in regard to his lack of leadership. His barracks area is never ready for inspection, nor are his men. Each time this situation has been called to his attention he has stated that he cannot control the men assigned to his platoon, and they never do anything he asks them to do.</p> <p>5. SGT Underwood was advised of my proposed action and stated that he wanted to retain his NCO status.</p> | | | |
| <p>1 Incl *Statement of SGT Underwood</p> | | <p><i>Thomas W. Lingen</i> THOMAS W. LINGEN CPT, Inf Commanding</p> | |
| <p>*No sample provided.</p> | | | |

DA FORM 2496
1 FEB 62REPLACES DD FORM 96, EXISTING SUPPLIES OF WHICH WILL BE
ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED.

U.S. GOVERNMENT PRINTING OFFICE : 1963 O-707-811

★Figure 11-1-6.3.

Procedure 11-2-7

OFFICER CANDIDATE SCHOOL

1. References.

- a. AR 40-501.
- ★b. AR 351-5.
- c. AR 601-100.
- d. AR 601-210.
- e. DA Pam 611-233.

2. Forms.

- a. DA Form 61 (Application for Appointment).
- b. DA Form 705 (Physical Combat Proficiency Test Score Card).
- c. DA Form 6233 (Officer Leadership Qualification Report, OLR-1).
- d. DD Form 98 (Armed Forces Security Questionnaire).
- e. DD Form 398 (Statement of Personal History).
- f. SF 88 (Report of Medical Examination).
- g. SF 89 (Report of Medical History).
- h. FD Form 258 (FBI U.S. Department of Justice Fingerprint Card).

3. General. a. Soldiers who show outstanding potential as leaders may apply for Officer Candidate School.

★b. The criteria for attendance at OCS are detailed in AR 351-5. A soldier desiring to submit an application should read the criteria in section II of the regulation prior to preparing his request. The soldier may receive information and technical advice from the battalion personnel staff NCO, if required.

4. Procedure. a. The unit commander will interview the applicant to insure he meets basic qualifications.

(1) Schedule the interview in accordance with unit procedure.

★(2) Furnish a copy of AR 351-5 to the interviewing officer prior to the interview.

★(3) Ascertain whether individual is subject to flagging or other pending personnel actions.

★b. After the interview, if the soldier de-

sires to submit an application and there are no known conditions which would preclude attendance at OCS as evidenced by the soldier's current physical profile—

(1) Advise the soldier he will be required to undergo a Physical Combat Proficiency Test as prescribed by FM 21-20, 3 months prior to appearance before the Officer Candidate School examining board.

(a) The personnel staff NCO will notify the unit of the time and place for the applicant to undergo the test, or he may request that the unit take the necessary action to have the test administered.

(b) Upon completion of the test, forward a statement reflecting the date tested and the score obtained to the personnel staff NCO.

★(2) Applicants who are naturalized citizens will be required to furnish the documentation indicated in AR 351-5.

c. When the soldier has presented all required documents, prepare DA Form 61 in original and 4 copies according to instructions in AR 601-100 (fig. 11-2-7.2).

d. Complete the following actions:

(1) Give soldier a copy of DD Form 398 (Statement of Personal History) to complete in draft form. The soldier will take completed draft to the battalion S2 Section to be checked for completeness (e below). The draft may then be used to prepare DD Form 398 in final form in original and 3 copies.

(2) Telephone battalion S2 NCO and ask where soldier may be fingerprinted for completion of FD Form 258 (Fingerprint Card). Make the necessary appointment for fingerprinting based on the information provided by the S2 NCO.

★(3) Have applicant read DD Form 98 and complete 2 original copies. This form must be signed in the presence of the witnessing officer. (The witnessing officer must be a commissioned or warrant officer.)

★e. After soldier has completed all forms and has all the necessary documentation, give completed application to the unit commander for action required by AR 351-5.

f. The unit commander will review the application and allied papers to insure that they have been properly prepared and signed. Make any minor changes necessary in the presence of the applicant. If major changes are necessary, have them made by the applicant prior to forwarding the application to battalion headquarters.

★g. The unit commander will have an Officer Leadership Qualification Report (DA Form 6233) initiated as required by AR 351-5.

h. Prepare a draft of the unit commander's indorsement and submit it for his approval (fig. 11-2-7.1).

i. Upon approval of the draft indorsement

by the unit commander, prepare indorsement in original and 5 copies.

j. Check application to insure that all required documents are inclosed. The results of the medical examination and physical fitness test will be added to the application at a later date.

★(1) Rescinded.

(2) Remove 1 copy of the first indorsement for file.

(3) Forward application in original and 4 copies, with inclosures, to the next higher headquarters in the chain of command.

k. The PSD will verify the administrative eligibility of the soldier and direct accomplishment of a medical examination and completion of a physical fitness test.

l. Furnish results of the medical examination and physical fitness test to the PSD.

28 May 1969

ADGB-CB (17 Jan 69)

1st Ind

SUBJECT: Application for Appointment (OCS), DA Form 61

CO, Co B, 1st Bn, 19th Inf, Ft Miller, Utah

TO: Commanding Officer, 1st Bn, 19th Inf, Ft Miller, Utah

1. Recommend approval.
2. I have known this applicant for 12 months. He has served under me for 12 months. His principal duty is Armor Crewman, MOS 11E20.
3. His Aptitude Area GT score is 117.
4. Character of the applicant is Excellent.
5. I would want an applicant of his caliber to serve as an officer in my command upon completion of the officer candidate training.
6. Applicant has demonstrated adequate military leadership potentiality to qualify as an Army officer.
7. Applicant has demonstrated that he possesses the desire and determination to complete prescribed officer candidate training.
8. Applicant is on normal duty status and is immediately available for assignment to officer candidate school.
9. Applicant is not under charges, investigation, flagging action under AR 600-31, or personnel actions which may result in reassignment or separation.

5 Incls

1. DA Form 61 (quad)
- *2. DD Form 98 (dupe)
- *3. DD Form 398 (quad)
- *4. DD Form 258
- *5. DA Form 6233 (OLR-1)

Thomas W. Lingen
THOMAS W. LINGEN
CPT, Inf
Commanding

* No samples provided

★Figure 11-2-7.1

[Next page is 11-87]

| APPLICATION FOR APPOINTMENT (AR 140-100 and AR 601-100) | | | | | | | | | |
|---|---|---|--|--|--|--|--------------------|--------------------------------|--------------------|
| TYPE OF APPOINTMENT FOR WHICH APPLICATION IS SUBMITTED | | | | | GOVERNING REGULATION OR CIRCULAR (Specify applicable sections) | | | | |
| COMMISSIONED OFFICER - REGULAR ARMY | | | | | AR 350-50 | | | | |
| COMMISSIONED OFFICER - ARMY RESERVE | | | | | GRADE FOR WHICH APPLYING (Reserve appointments only) | | | | |
| WARRANT OFFICER - REGULAR ARMY | | | | | APPLICANTS FOR REGULAR ARMY MSC AND WARRANT OFFICER | | | | |
| WARRANT OFFICER - ARMY RESERVE | | | | | LIST CHOICE BY MOS CODE AND TITLE | | | | |
| <input checked="" type="checkbox"/> OFFICER CANDIDATE SCHOOL | | | | | MOS CODE | | MOS TITLE | | |
| BRANCH PREFERENCES (Commission Only) | | | | | N/A | | | | |
| REGULAR ARMY: Enter 1st, 2d, 3d choice, in branches other than CA or SS. OFFICER CANDIDATES: Enter ONLY 1st and 2d choice. RESERVE: a. If applying for a specific vacancy enter ONLY branch of vacant position. Others may indicate more than one choice. b. ROTC graduates - To be checked only by applicants for assignment to AIS. | | | | | | | | | |
| PERSONAL DATA | | | | | | | | | |
| AGC | 1. LAST NAME - FIRST NAME - MIDDLE NAME (Explain variations from birth certificate in item 32) | | | | 2. GRADE | 3. SERVICE NUMBER & SELECTIVE SERVICE NUMBER | | | |
| AIS | Underwood, Ralph Tyler | | | | CPL E4 | RA 19 300 831 | | | |
| AMSC | | | | | | | | | |
| ANC | | | | | | | | | |
| ARMOR | 4. BRANCH (MOS II NO) | 5. TOTAL YEARS ACTIVE SERVICE STATUS | 6. MARITAL | 7. NUMBER OF DEPENDENTS UNDER 18 YEARS OF AGE (Female applicants only) | 8. DATE OF BIRTH | | | | |
| ARTY | N/A | 2 1/2 | Single | None | 19 June 1930 | | | | |
| CH | 9. PLACE OF BIRTH (City, County and State) | | | | 10. COMPLETE MILITARY ADDRESS (if presently on active duty) | | | | |
| CMLC | Buffalo, New York | | | | Company "B" 1st Battalion, 19th Infantry | | | | |
| CA | 11. PERMANENT ADDRESS | | | | Fort Miller, Utah | | | | |
| CE | 6107 11th Street | | | | | | | | |
| DC | Buffalo, New York | | | | | | | | |
| FC | | | | | | | | | |
| INF | 12. US CITIZEN | 13. NATIVE | 14. IF NATURALIZED, CERTIFICATE NUMBER | 15. IF DERIVED, APPLICANT'S CERTIFICATE NUMBER | 16. DATE, PLACE AND COURT | | | | |
| JAGC | <input checked="" type="checkbox"/> YES | <input checked="" type="checkbox"/> YES | N/A | N/A | N/A | | | | |
| MC | <input type="checkbox"/> NO | <input type="checkbox"/> NO | | | | | | | |
| MPC | 17. CIVILIAN EDUCATION (See items 23 through 28 for additional requirements for professional personnel) | | | | | | | | |
| MSC | 18. HIGH SCHOOL GRADUATE | | | | 19. NAME AND LOCATION OF HIGH SCHOOL | | | | |
| ORDC | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | | | Saint Edwards High School, Buffalo, New York | | | | |
| QMC | 20. NAME AND LOCATION OF COLLEGE OR UNIVERSITY (Include USMA, USNA and USAFA) | | | | 21. DEGREE | 22. SEMESTER CREDITS EARNED | 23. YEARS ATTENDED | 24. GRADUATED OR WILL GRADUATE | 25. MAJOR SUBJECTS |
| SIGC | Buffalo University | | | | | 185 | 4 | 29 June 53 | Education |
| SS | Buffalo, New York | | | | | | | | |
| TC | University of Maryland | | | | | 36 | 1 | 6 June 53 | Education |
| VC | College Park, Maryland | | | | | | | | |
| WAC | | | | | | | | | |
| 17. SPECIAL EDUCATIONAL HONORS, SCHOLARSHIPS, ETC. | | | | | | | | | |
| 18. IF YOU HAVE EVER BEEN EXPELLED FROM SCHOOL, OR PLACED ON PROBATION, EITHER FOR ACADEMIC OR DISCIPLINARY REASONS, EXPLAIN | | | | | | | | | |
| 14. SERVICE SCHOOLS ATTENDED | | | | | | | | | |
| NAME OF SCHOOL | | COURSE | | DATES (Month and Year) | | COMPLETED | | IF NOT COMPLETED, GIVE REASON | |
| | | | | FROM TO | | YES NO | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 15. FOREIGN LANGUAGES AND DEGREE OF PROFICIENCY | | | | | | | | | |
| 16. HAVE YOU EVER UNDER EITHER MILITARY OR CIVILIAN LAW BEEN INDICTED OR SUMMONED IN TO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING (including any proceedings involving juvenile offenses and any court-martial) REGARDLESS OF THE RESULT OF TRIAL, OR CONVICTED, FINED, IMPRISONED, PLACED ON PROBATION, PAROLED OR PARDONED; OR HAVE YOU EVER BEEN ORDERED TO DEPOSIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE? (Exclude traffic violations involving a fine or forfeiture of \$50 or less. ALSO, exclude action taken under Article of War 104 or Article 15, UCMJ.) <input type="checkbox"/> YES <input type="checkbox"/> NO. IF SO, LIST THE DATE, THE NATURE OF EACH ALLEGED OFFENSE OR VIOLATION, THE NAME AND LOCATION OF THE COURT OR PLACE OF HEARING, AND THE PENALTY IMPOSED OR OTHER DISPOSITION OF EACH CASE AND FURNISH COPY OF COURT ACTION OR DETAILED STATEMENT IN AFFIDAVIT FORM AS TO THE OUTCOME OF EACH CASE. | | | | | | | | | |

DA FORM 61
1 MAR 63

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 11-2-7.2.

| | | | | | | |
|--|--------------------|---------------|--|--|-----------------------------|---------|
| 17. ARE YOU NOW, OR HAVE YOU EVER BEEN A CONSCIENTIOUS OBJECTOR? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | |
| 18. ACTIVE MILITARY SERVICE (Indicate tour with each service separately) | | | | | | |
| ORGANIZATION (US Armed Forces, USCG, Coast and Geodetic Survey, US Public Health Service) | | BRANCH OF SVC | SERVICE NUMBER | HIGHEST GRADE AND COMPONENT | DATES (Day, Month and Year) | |
| | | | | | FROM | TO |
| ENLISTED | U. S. Armed Forces | USA | RA 19 300 831 | PFC | 1 June 59 | Present |
| | | | | | | |
| | | | | | | |
| WARRANT OFFICER | | | | | | |
| | | | | | | |
| | | | | | | |
| COMMISSIONED | | | | | | |
| | | | | | | |
| | | | | | | |
| CURRENT ACTIVE DUTY TOUR TERMINATES | | | | DATE OF LAST AUS PROMOTION | | |
| 19. RESERVE OR NATIONAL GUARD SERVICE (Not on active duty) | | | | | | |
| ORGANIZATION (US Armed Forces, USCG, Coast and Geodetic Survey, US Public Health Service) | | BRANCH OF SVC | SERVICE NUMBER | HIGHEST GRADE AND COMPONENT | DATES (Day, Month and Year) | |
| | | | | | FROM | TO |
| ENLISTED | None | | | | | |
| | | | | | | |
| | | | | | | |
| WARRANT OFFICER | | | | | | |
| | | | | | | |
| | | | | | | |
| COMMISSIONED | | | | | | |
| | | | | | | |
| | | | | | | |
| 20. SOURCE OF CURRENT COMMISSION (If applicable) | | | 21. AWARDS (Do not list theater or service medals) | | | |
| NGUS: <input type="checkbox"/> OCS <input type="checkbox"/> DIRECT APPOINTMENT USAR: <input type="checkbox"/> ROTC <input type="checkbox"/> OCS <input type="checkbox"/> DIRECT APPOINTMENT | | | None | | | |
| 22. HAVE YOU EVER APPLIED AND NOT BEEN SELECTED FOR ROTC: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO; OCS <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | |
| APPOINTMENT IN RESERVE COMPONENT | | YES | NO | APPOINTMENT IN REGULAR ARMY | | YES |
| AS A WARRANT OFFICER | | | | AS A WARRANT OFFICER | | |
| AS A COMMISSIONED OFFICER | | | | AS A COMMISSIONED OFFICER | | |
| IF ANSWER IS "YES" EXPLAIN FULLY | | | | | | |
| 23. ARE YOU NOW OR HAVE YOU EVER BEEN IN THE MILITARY SERVICE OF OR BEEN EMPLOYED BY A FOREIGN GOVERNMENT? (If yes, give dates, country and type of service or employment) | | | | | | |
| <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | | | | |
| 24. HAVE YOU EVER BEEN RECLASSIFIED, DISCHARGED OR ASKED TO RESIGN, FURLOUGHED (other than regular furlough or leave) OR PLACED ON INACTIVE STATUS WHILE SERVING IN THE US ARMED FORCES OR IN ANY POSITION OF PRIVATE OR GOVERNMENT EMPLOYMENT? (If yes, state circumstances. If necessary, continue under Remarks or attach separate sheet) | | | | | | |
| <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | | | | |
| 25. APPLICANTS FOR JUDGE ADVOCATE GENERAL'S CORPS ONLY | | | | 26. APPLICANTS FOR CHAPLAINS BRANCH ONLY | | |
| BARS OF WHICH YOU ARE A MEMBER (Specify dates) | | | | RELIGIOUS DENOMINATION BY WHICH YOU WILL BE INDORSED | | |

Figure 11-2-7.2-Continued.

| | | | | |
|--|--|--|--|--|
| 27. APPLICANTS FOR MEDICAL AND DENTAL CORPS ONLY | | | | |
| a. TRAINING | | NAME AND LOCATION OF HOSPITAL | MONTH AND YEAR | |
| LEVEL | TYPE | | FROM | TO |
| INTERNSHIP | | | | |
| RESIDENCY TNG | | | | |
| SPECIALTY TNG | | | | |
| b. SPECIALTY BOARDS | | | DATES OF CERTIFICATION | |
| | | | | |
| | | | | |
| c. PLACE IN WHICH CURRENTLY LICENSED | | | | |
| | | | | |
| 28. APPLICANTS FOR ARMY NURSE CORPS AND ARMY MEDICAL SPECIALIST CORPS ONLY | | | | |
| a. NAME OF NURSING OR ACCREDITED PROFESSIONAL SCHOOL | | | b. LOCATION | |
| | | | | |
| c. DATES OF ATTENDANCE | | d. STATE AND NUMBER OF CURRENT REGISTRATION | e. STATE AND DATE (Day, month and year) OF INITIAL REGISTRATION | |
| | | | | |
| f. POSTGRADUATE COURSES (Include courses at general hospitals, service schools, and short courses) | | | | |
| SUBJECT OR COURSE | NAME AND LOCATION OF SCHOOL OR HOSPITAL | | SEMESTER CREDITS EARNED | DATES OF ATTENDANCE |
| | | | | |
| | | | | |
| | | | | |
| 29. HAVE YOU BEEN EMPLOYED BY THE US ARMY AS A DIETITIAN, OCCUPATIONAL OR PHYSICAL THERAPIST? (If yes, give dates) | | | | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | |
| 30. ARMY ROTC (To be completed only by prospective ROTC graduates applying for appointment in USA or RA) | | | | |
| a. SUCCESSFULLY COMPLETED AROTC PROGRAM AS FOLLOWS | | | | |
| COURSE | FROM (Month and Year) | TO (Month and year) | (3) CAMP TRAINING | |
| (1) BASIC | | | CAMP | LOCATION |
| | | | | |
| (2) ADVANCED | | | FROM (Day, month, year) | TO (Day, month, year) |
| | | | | |
| b. ARMY ROTC FLIGHT TRAINING PROGRAM | | | | |
| (1) PRESENTLY ENROLLED | | (2) SUCCESSFULLY COMPLETED (If yes, complete following) | | (3) NUMBER HOURS FLYING TIME COMPLETED |
| | | | | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | (b) INCLUSIVE DATES OF TRAINING |
| | | | | |
| | | | | (c) FAA PILOT'S LICENSE RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO |
| | | | | |
| c. ENLISTED MEMBERS OF THE ARMY RESERVE INDICATE CURRENT STATUS IN ITEM 19 AND COMPLETE THE FOLLOWING AS APPLICABLE. | | (1) CURRENT ENLISTMENT IN ARMY RESERVE EXPIRES (Date) : OR (2) TRANSFERRED TO ARMY RESERVE ON (Date) AS A <input type="checkbox"/> 6-YR <input type="checkbox"/> 8-YR OBLIGOR (AR 635-250) UNDER THE PROVISIONS OF THE UNIVERSAL MILITARY TRAINING AND SERVICE ACT, AS AMENDED. | | |
| | | | | |
| 31. MAIN CIVILIAN EMPLOYMENT | | | | |
| a. NAME AND ADDRESS OF EMPLOYER | | b. JOB TITLE | | c. TOTAL EXPERIENCE |
| Mr. John H. Harris School #75, Buffalo, N. Y. | | Teacher | | FROM (Month and year) TO (Month and year) |
| | | | | Sep 1954 May 1959 |
| d. PRINCIPAL DUTIES (Describe briefly) | | | | |
| Teaching grades 6 thru 8 in History and English | | | | |
| 32. REMARKS (Experience, proficiencies and special abilities not shown elsewhere in this application. If additional space is required attach additional sheets) | | | | |
| | | | | |
| 33. THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. | | DATE | | |
| | | SIGNATURE OF APPLICANT | | |
| | | Ralph T. Woodward | | |

Figure 11-2-7.2—Continued.

THIS PAGE NOT TO BE COMPLETED BY APPLICANT

| RECOMMENDATION FOR APPOINTMENT OF ROTC GRADUATE AS A RESERVE COMMISSIONED OFFICER OF THE ARMY (AR 145-100) | | |
|---|-----------------------|-----------------------------------|
| FROM: (Name and Address of Institution) | | TO: (Appropriate Major Commander) |
| PART I (TO BE COMPLETED BY PMS ONLY) | | |
| <p>a. APPLICANT WILL HAVE SUCCESSFULLY COMPLETED AT THIS INSTITUTION THE PRESCRIBED COURSE FOR THE UNIT ON _____</p> <p>b. APPLICANT <input type="checkbox"/> (Date) _____ HAS COMPLETED SUCCESSFULLY THE REQUIRED CAMP TRAINING, OR APPLICANT <input type="checkbox"/> HAS NOT ATTENDED THE REQUIRED CAMP TRAINING.</p> <p>c. <input type="checkbox"/> APPLICANT WILL HAVE ATTAINED A BACCALAUREATE UPON SUCCESSFUL COMPLETION OF ROTC COURSE; OR, <input type="checkbox"/> APPLICANT WILL BE OR HAS BEEN GRANTED WAIVER OF REQUIREMENT OF A BACCALAUREATE.</p> <p>d. I CONSIDER APPLICANT PHYSICALLY, MENTALLY, MORALLY, AND PROFESSIONALLY QUALIFIED FOR APPOINTMENT AS A RESERVE COMMISSIONED OFFICER OF THE ARMY AND RECOMMEND HIS APPOINTMENT.</p> | | |
| DATE | BRANCH FOR ASSIGNMENT | SIGNATURE AND GRADE (PMS) |
| PART II (TO BE COMPLETED BY PRESIDENT OR DEAN OF INSTITUTION) | | |
| I CONSIDER APPLICANT PROFESSIONALLY QUALIFIED AND RECOMMEND HIS APPOINTMENT AS A RESERVE COMMISSIONED OFFICER OF THE ARMY. | | |
| DATE | TYPED NAME AND TITLE | SIGNATURE |
| 1ST INDORSEMENT | | |
| TO: SEE ATTACHED INDORSEMENT (fig 11-2-7.1) | | DATE |
| <p>1. I have known this applicant for _____ months. He has served under me for _____ months. His principal duty is _____</p> <p>2. I <input type="checkbox"/> do <input type="checkbox"/> do not recommend the applicant.</p> <p>3. Remarks (Include your opinion as to his ability and value to the service)</p> | | |
| INCLOSURES | | SIGNATURE |
| ORGANIZATION | | TYPED NAME AND GRADE OR TITLE |
| 2D INDORSEMENT | | |
| TO: | | DATE |
| <p>1. I have known this applicant for _____ months. He has served under me for _____ months. 2. I <input type="checkbox"/> do <input type="checkbox"/> do not recommend the applicant. 3. Remarks (Include your opinion as to his ability and value to the service)</p> | | |
| INCLOSURES | | SIGNATURE |
| ORGANIZATION | | TYPED NAME AND GRADE OR TITLE |

Figure 11-2-7.2—Continued.

Procedure 11-2-11

SUSPENSION OF FAVORABLE PERSONNEL ACTIONS

1. References.

- a. AR 381-130.
- b. AR 600-31.
- c. AR 604-10.

2. Form. DA Form 268 (Report for Suspension of Favorable Personnel Action).**3. General.** a. DA Form 268 is used for flagging records of those individuals—

(1) To whom the provisions of AR 604-10 apply (security investigation).

(2) Against whom action is initiated which may result in dismissal, discharge, court-martial, disciplinary action, demotion or elimination proceedings.

(3) AWOL, under charges or restraint by civilian authorities, or against whom investigation is initiated of allegations or incidents reflecting unfavorable upon their character or integrity.

b. None of the following favorable personnel actions can be accomplished while an individual is flagged:

★(1) Reassignment (except as authorized by AR 600-31).

(2) Promotion.

(3) Appointment or reappointment.

(4) Enlistment.

(5) Discharge.

(6) Release from active duty.

(7) Award of a decoration or commendation.

(8) Retirement.

(9) Attendance at a service school.

c. The following procedures do not apply to security cases under section II, AR 600-31. Flagging action involving personnel security cases will be performed as directed in AR 600-31.

d. Flagging action on officers and warrant officers, including those of the Reserve components serving on active duty as enlisted men,

will be accomplished only at the specific direction of the commander.

★4. Procedure. a. Secure the information required to complete a pencil draft of items 1 through 12, DA Form 268 (initial report).

b. Obtain the information to complete items 13 through 17 from the first sergeant or executive officer.

c. Use the pencil draft as a guide and type the required number of copies of DA Form 268 (fig. 11-2-11.1). Copies must be furnished each headquarters in the chain of command as follows:

(1) Original and 1 copy to the Division Commander, ATTN: AG-PSD.

(2) One copy to the Brigade Commander, Division Artillery Commander or the Support Command Commander, ATTN: S1, as applicable.

(3) One copy to the Battalion Commander, ATTN: S1 (if unit is organic to a battalion).

(4) One copy will be placed in the company/battery suspense file for control of interim reports (e below).

★d. Have the unit commander complete the authorization on all copies.

(1) Prepare envelopes for addresses other than the battalion headquarters.

(2) Remove 1 copy of DA Form 268 for suspense file.

(3) Original and all remaining copies of DA Form 268 will be hand-carried to the battalion S1/adj.

e. Count 120 days after the date of the initial report; write that date in red on the upper border of your copy of DA Form 268 and put it in the unit suspense file. This is the date on which the first interim report is submitted.

f. Prepare the first interim report (fig. 11-2-11.2) on DA Form 268, items 1 through 12, items 19 through 24, and Section IV. Ob-

tain information for items 19 through 24 from the first sergeant or executive officer. You will accomplish this report on the date entered on the upper border of the initial report. Count 120 days after the date of the first interim report; write that date in red on the upper border of unit copy of DA Form 268 and place in suspense. This is the date on which the second interim report is submitted.

g. Prepare the second interim report on DA Form 268 completing the same item as on the first interim report. Count 30 days after the date of the second interim report; write that date in red on the upper border of DA Form 268 and place in suspense. This is the date on which the third interim report is submitted. If subsequent reports are required follow the procedure in this subparagraph.

★h. When the final report lifting the flagging action is required (AR 600-31)—

(1) Remove the copy of DA Form 268 from suspense file.

(2) Prepare final report (fig. 11-2-11.3) on DA Form 268, by completing items 1 through 12, 25, and Section IV, in the same

number of copies and for the same distribution as required for the initial report. Obtain the information for item 25 from the first sergeant or unit commander.

(3) Dispatch it to addressees indicated in the distribution.

(4) Destroy all copies of DA Form 268 pertaining to the case in the unit file.

★i. When DA Form 268 establishing flagging action on a soldier of the unit is received from another headquarters—

(1) Provide a copy of DA Form 268 to the unit commander immediately.

(2) File DA Form 268 in the unit files in a file established for this purpose.

★j. DA Form 268 will not be prepared at unit level for officers including Reserve officers serving on active duty as enlisted personnel (service number prefix RO, RM, or UR).

(1) Should flagging action be required on this category of personnel, the unit commander must make an immediate personal report to the battalion commander.

(2) DA Form 268 will be initiated by the battalion personnel staff NCO, or the PSD, as determined by local command directives.

[Next page is 11-115]

(INITIAL)

| REPORT FOR SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (AR 600-31) | | | | DATE FLAGGING ACTION INITIATED 1 December 61 | |
|--|------------------------------------|---|---|--|--|
| TO: Commanding General, 99th Infantry Division, Fort Miller, Utah | | | | | |
| 1. LAST NAME - FIRST NAME - MIDDLE NAME UNDERWOOD, RALPH TYLER | | 2. DATE OF BIRTH DAY MONTH YEAR 1 Dec 41 | | 3. PLACE OF BIRTH Buffalo, New York | |
| 4. GRADE Pvt E-2 | 5. SERVICE NUMBER RA 19 300 831 | 6. ARM OR SERVICE Army | 7. COMPONENT RA | 8. <input checked="" type="checkbox"/> ON ACTIVE DUTY <input type="checkbox"/> NOT ON ACTIVE DUTY | |
| 9. EXPIRATION DATE OF CAT OR TERM OF SVC 30 November 1962 | | 10. UNIT TO WHICH ASSIGNED AND MAJOR COMMAND Co B, 1st Bn, 19th Inf | | | |
| 11. STATION (Geographical location) Fort Miller, Utah | | | 12. HOME OF RECORD (No. and Street or RFD No., City & State) 6107 4th Street N.W. Washington 11, D.C. | | |
| SECTION I - INITIAL REPORT | | | | | |
| 13. <input checked="" type="checkbox"/> NEW INVESTIGATION <input type="checkbox"/> REINVESTIGATION | | 14. DATE CURRENT INVESTIGATION INITIATED 28 November 1961 | | 15. HEADQUARTERS CONTROLLING INVESTIGATION Co B, 1st Bn, 19th Inf | |
| 16. BASIS FOR SUSPENSION OF FAVORABLE PERSONNEL ACTION | | | | | |
| <input type="checkbox"/> AWOL | | <input type="checkbox"/> INTEREST OF NATIONAL SECURITY | | OTHER (Explain) | |
| <input checked="" type="checkbox"/> ELIMINATION | | <input type="checkbox"/> IN HANDS OF CIVIL AUTHORITIES | | | |
| <input type="checkbox"/> COURT-MARTIAL ACTION | | <input type="checkbox"/> UNFAVORABLE CHARACTERISTICS OR INTEGRITY | | | |
| 17. SYNOPSIS OF AVAILABLE INFORMATION PERTAINING TO ACTION CHECKED IN ITEM 16 Being processed for elimination under the provisions of AR 635-209. | | | | | |
| 18. EVALUATION OF SOURCE AND INFORMATION, IF PERTAINING TO NATIONAL SECURITY CASES (See AR 381-130) N/A | | | | | |
| SECTION II - INTERIM REPORT | | | | | |
| 19. SYNOPSIS OF AVAILABLE INFORMATION | | | | | |
| 20. EXPECTED COM- PLETION DATE OF INVESTIGATION | | 21. NUMBER OF OUTSTANDING LEADS IN EACH MAJOR COMMAND AND DATES THEY WERE SUBMITTED (AR 604-10 cases only) | | 22. IS INVS COMPLETE IN CONTROL OFF AREA? (AR 604-10 cases only) <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 23. COGENT REASONS FOR NON-COMPLETION OF INVESTIGATION WITHIN 120 DAY PERIOD | | | | 24. DATE INVESTIGATION COMPLETED AND FILE FWD HQ DA FOR ADJUDI- CATION (AR 604-10 cases only) | |

DA FORM 268
1 OCT 62

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 11-2-11.1.

| SECTION III - FINAL REPORT UPON COMPLETION OF ACTION | | |
|---|---|-------------------------|
| 25. ACTION TAKEN (Check appropriate block) | | |
| ACTION COMPLETED. ACCEPTED FOR OR RETAINED IN SERVICE WITH PROVISIO "NOT ELIGIBLE FOR SECURITY CLEARANCE, ETC." INDICATE AUTHORITY UNDER REMARKS. RETAIN ALL COPIES OF DA FORM 268 IN TAGO FILES ONLY. (AR 604-10, case only) | | |
| ACTION COMPLETED. CASE CLOSED FAVORABLY. DESTROY ALL COPIES OF DA FORM 268. | | |
| ACTION COMPLETED. DISCHARGED BY REASON OF <input type="checkbox"/> RESIGNATION OR <input type="checkbox"/> ELIMINATION BY BOARD ACTION. DESTROY ALL COPIES OF DA FORM 268. (Attach 1 copy of discharge orders) | | |
| ACTION COMPLETED. DISCIPLINARY ACTION TAKEN. DESTROY ALL COPIES OF DA FORM 268. (Attach 1 copy of Court-Martial Orders or disciplinary action taken of record) | | |
| MEMBER DISCHARGED OR RETIRED WHILE CASE BEING PROCESSED. RETAIN ALL COPIES OF DA FORM 268 IN TAGO FILES ONLY. INDICATE REASON FOR DISCHARGE. (Attach 1 copy of discharge orders) | | |
| OTHER FINAL ACTION (Explain in "Remarks", Section IV). | | |
| TYPE AND DATE DISCHARGE (cite appropriate regulation) <input type="checkbox"/> UNDESIRABLE <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER (Explain) | | |
| SECTION IV - AUTHENTICATION | | |
| DATE | TYPED NAME, GRADE, TITLE AND ORGANIZATION | SIGNATURE |
| 1 December 61 | THOMAS W. LINGEN, Capt, Inf CO, Co B, 1st Bn, 19th Inf | <i>Thomas W. Lingen</i> |
| REMARKS | | |
| DISTRIBUTION | | |
| 2 CG, 99th Inf Div, ATTN: AG-PSD 1 CG, 1st Brig, 99th Inf 1 CO, 1st Bn, 19th Inf 1 Unit File | | |

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Figure 11-2-11.1—Continued.

(INTERIM)

| REPORT FOR SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (AR 600-31) | | | | DATE FLAGGING ACTION INITIATED | |
|---|-------------------|--|--|--|--|
| TO: Commanding General, 99th Infantry Division, Fort Miller, Utah | | | | | |
| 1. LAST NAME - FIRST NAME - MIDDLE NAME | | 2. DATE OF BIRTH | | 3. PLACE OF BIRTH | |
| UNDERWOOD, RALPH TYLER | | DAY MONTH YEAR 1 Dec 41 | | Buffalo, New York | |
| 4. GRADE | 5. SERVICE NUMBER | 6. ARMOR SERVICE | 7. COMPONENT | 8. <input checked="" type="checkbox"/> ON ACTIVE DUTY <input type="checkbox"/> NOT ON ACTIVE DUTY | |
| Pvt E-2 | RA 19 300 831 | ARMY | RA | | |
| 9. EXPIRATION DATE OF CAT OR TERM OF SVC | | 10. UNIT TO WHICH ASSIGNED AND MAJOR COMMAND | | | |
| 30 November 1962 | | Co B, 1st Bn, 19th Inf. | | | |
| 11. STATION (Geographical location) | | | 12. HOME OF RECORD (No. and Street or RFD No., City & State) | | |
| Fort Miller, Utah | | | 6107 4th Street N.W. Washington 11, D.C. | | |
| SECTION I - INITIAL REPORT | | | | | |
| 13. <input type="checkbox"/> NEW INVESTIGATION <input type="checkbox"/> REINVESTIGATION | | 14. DATE CURRENT INVESTIGATION INITIATED | | 15. HEADQUARTERS CONTROLLING INVESTIGATION | |
| 16. BASIS FOR SUSPENSION OF FAVORABLE PERSONNEL ACTION | | | | | |
| AWOL | | INTEREST OF NATIONAL SECURITY | | OTHER (Explain) | |
| ELIMINATION | | IN HANDS OF CIVIL AUTHORITIES | | | |
| COURT-MARTIAL ACTION | | UNFAVORABLE CHARACTERISTICS OR INTEGRITY | | | |
| 17. SYNOPSIS OF AVAILABLE INFORMATION PERTAINING TO ACTION CHECKED IN ITEM 15 | | | | | |
| 18. EVALUATION OF SOURCE AND INFORMATION, IF PERTAINING TO NATIONAL SECURITY CASES (See AR 381-130) | | | | | |
| SECTION II - INTERIM REPORT | | | | | |
| 19. SYNOPSIS OF AVAILABLE INFORMATION | | | | | |
| Investigation initiated 28 November 1961 still in progress. Final results will be forwarded for elimination action within the next 21 days. | | | | | |
| 20. EXPECTED COMPLETION DATE OF INVESTIGATION | | 21. NUMBER OF OUTSTANDING LEADS IN EACH MAJOR COMMAND AND DATES THEY WERE SUBMITTED (AR 604-10 cases only) | | 22. IS INVS COMPLETE IN CONTROL OFF AREA? (AR 604-10 cases only) | |
| 17 Apr 62 | | None | | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 23. COBENT REASONS FOR NON-COMPLETION OF INVESTIGATION WITHIN 120 DAY PERIOD | | | | 24. DATE INVESTIGATION COMPLETED AND FILE FWD HQ DA FOR ADJUDICATION (AR 604-10 cases only) | |
| Enlisted man hospitalized from 2 Dec 61 through 4 Mar 62 | | | | N/A | |

DA FORM 268

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 11-2-11.2.

| SECTION III - FINAL REPORT UPON COMPLETION OF ACTION | | |
|---|--|------------------|
| 28. ACTION TAKEN (Check appropriate block) | | |
| ACTION COMPLETED. ACCEPTED FOR OR RETAINED IN SERVICE WITH PROVISIO "NOT ELIGIBLE FOR SECURITY CLEARANCE, ETC." INDICATE AUTHORITY UNDER REMARKS. RETAIN ALL COPIES OF DA FORM 268 IN TAGO FILES ONLY. (AR 604-10 cases only) | | |
| ACTION COMPLETED. CASE CLOSED FAVORABLY. DESTROY ALL COPIES OF DA FORM 268. | | |
| ACTION COMPLETED. DISCHARGED BY REASON OF <input type="checkbox"/> RESIGNATION OR <input type="checkbox"/> ELIMINATION BY BOARD ACTION. DESTROY ALL COPIES OF DA FORM 268. (Attach 1 copy of discharge orders) | | |
| ACTION COMPLETED. DISCIPLINARY ACTION TAKEN. DESTROY ALL COPIES OF DA FORM 268. (Attach 1 copy of Court-Martial Orders or disciplinary action taken of record) | | |
| MEMBER DISCHARGED OR RETIRED WHILE CASE BEING PROCESSED. RETAIN ALL COPIES OF DA FORM 268 IN TAGO FILES ONLY. INDICATE REASON FOR DISCHARGE. (Attach 1 copy of discharge orders) | | |
| OTHER FINAL ACTION (Explain in "Remarks", Section IV). | | |
| TYPE AND DATE DISCHARGE (cite appropriate regulation) <input type="checkbox"/> UNDESIRABLE <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER (Explain) | | |
| SECTION IV - AUTHENTICATION | | |
| DATE | TYPED NAME, GRADE, TITLE AND ORGANIZATION | SIGNATURE |
| 1 Dec 61 | THOMAS J. LINGER, Captain, Inf CO, Co B, 1st Bn, 19th Inf | Thomas W. Linger |
| REMARKS | | |
| DISTRIBUTION | | |
| 2 CG, 99th Inf Div, ATTN: AG-P&D 1 CG, 1st Brig, 99th Inf Div. 1 CO, 1st Bn, 19th Inf 1 Unit File | | |

U.S. GOVERNMENT PRINTING OFFICE : 1963 O-710-212

Figure 11-2-11.2—Continued.

(FINAL)

| REPORT FOR SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (AR 600-31) | | | | DATE FLAGGING ACTION INITIATED | |
|---|-------------------|--|--|--|--|
| TO: Commanding General, 99th Infantry Division, Fort Miller, Utah | | | | | |
| 1. LAST NAME - FIRST NAME - MIDDLE NAME | | 2. DATE OF BIRTH | | 3. PLACE OF BIRTH | |
| UNDERWOOD, RALPH TYLER | | DAY MONTH YEAR 1 Dec 41 | | Buffalo, New York | |
| 4. GRADE | 5. SERVICE NUMBER | 6. ARM OR SERVICE | 7. COMPONENT | 8. <input checked="" type="checkbox"/> ON ACTIVE DUTY <input type="checkbox"/> NOT ON ACTIVE DUTY | |
| Pvt E-2 | RA 19 300 831 | Army | RA. | | |
| 9. EXPIRATION DATE OF CAT OR TERM OF SVC | | 10. UNIT TO WHICH ASSIGNED AND MAJOR COMMAND | | | |
| 30 November 1962 | | | | | |
| 11. STATION (Geographical location) | | | 12. HOME OF RECORD (No. and Street or RFD No., City & State) | | |
| Fort Miller, Utah | | | 6107 4th Street N.W. Washington 11, D.C. | | |
| SECTION I - INITIAL REPORT | | | | | |
| 13. <input type="checkbox"/> NEW INVESTIGATION <input type="checkbox"/> REINVESTIGATION | | 14. DATE CURRENT INVESTIGATION INITIATED | | 15. HEADQUARTERS CONTROLLING INVESTIGATION | |
| 16. BASIS FOR SUSPENSION OF FAVORABLE PERSONNEL ACTION | | | | | |
| AWOL | | INTEREST OF NATIONAL SECURITY | | OTHER (Explain) | |
| ELIMINATION | | IN HANDS OF CIVIL AUTHORITIES | | | |
| COURT-MARTIAL ACTION | | UNFAVORABLE CHARACTERISTICS OR INTEGRITY | | | |
| 17. SYNOPSIS OF AVAILABLE INFORMATION PERTAINING TO ACTION CHECKED IN ITEM 16 | | | | | |
| 18. EVALUATION OF SOURCE AND INFORMATION, IF PERTAINING TO NATIONAL SECURITY CASES (See AR 381-130) | | | | | |
| SECTION II - INTERIM REPORT | | | | | |
| 19. SYNOPSIS OF AVAILABLE INFORMATION | | | | | |
| 20. EXPECTED COMPLETION DATE OF INVESTIGATION | | 21. NUMBER OF OUTSTANDING LEADS IN EACH MAJOR COMMAND AND DATES THEY WERE SUBMITTED (AR 604-10 cases only) | | 22. IS INVS COMPLETE IN CONTROL OFF AREA? (AR 604-10 cases only) <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 23. COGENT REASONS FOR NON-COMPLETION OF INVESTIGATION WITHIN 120 DAY PERIOD | | | | 24. DATE INVESTIGATION COMPLETED AND FILE FWD HQ DA FOR ADJUDICATION (AR 604-10 cases only) | |

DA FORM 268
1 OCT 63

- PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 11-2-11.3.

| SECTION III - FINAL REPORT UPON COMPLETION OF ACTION | | |
|--|---|--------------------------------------|
| 28. ACTION TAKEN (Check appropriate block) | | |
| <input type="checkbox"/> | ACTION COMPLETED. ACCEPTED FOR OR RETAINED IN SERVICE WITH PROVISIO "NOT ELIGIBLE FOR SECURITY CLEARANCE, ETC." INDICATE AUTHORITY UNDER REMARKS. RETAIN ALL COPIES OF DA FORM 268 IN TAGO FILES ONLY. (AR 604-10 cases only) | |
| <input type="checkbox"/> | ACTION COMPLETED. CASE CLOSED FAVORABLY. DESTROY ALL COPIES OF DA FORM 268. | |
| <input type="checkbox"/> | ACTION COMPLETED. DISCHARGED BY REASON OF <input type="checkbox"/> RESIGNATION OR <input type="checkbox"/> ELIMINATION BY BOARD ACTION. DESTROY ALL COPIES OF DA FORM 268. (Attach 1 copy of discharge orders) | |
| <input checked="" type="checkbox"/> | ACTION COMPLETED. DISCIPLINARY ACTION TAKEN. DESTROY ALL COPIES OF DA FORM 268. (Attach 1 copy of Court-Martial Orders or disciplinary action taken of record) | |
| <input type="checkbox"/> | MEMBER DISCHARGED OR RETIRED WHILE CASE BEING PROCESSED. RETAIN ALL COPIES OF DA FORM 268 IN TAGO FILES ONLY. INDICATE REASON FOR DISCHARGE. (Attach 1 copy of discharge orders) | |
| OTHER FINAL ACTION (Explain in "Remarks", Section IV). | | |
| TYPE AND DATE DISCHARGE (cite appropriate regulation) <input type="checkbox"/> UNDESIRABLE <input checked="" type="checkbox"/> GENERAL <input type="checkbox"/> OTHER (Explain) Discharge date 20 April 1962, UR AR 635-209 | | |
| SECTION IV - AUTHENTICATION | | |
| DATE 16 Apr 62 | TYPED NAME, GRADE, TITLE AND ORGANIZATION THOMAS W. LINGEN, Capt, Inf CO, Co B, 1st Bn, 19th Inf | SIGNATURE <i>Thomas W. Lingen</i> |
| REMARKS | | |
| DISTRIBUTION 2 CG, 99th Inf Div, ATTN: AG-PSD 1 CG, 1st Brig, 99th Inf Div. 1 CO, 1st Bn, 19th Inf 1 Unit File | | |

U.S. GOVERNMENT PRINTING OFFICE : 1963 O-7510-212

Figure 11-2-11.3—Continued.

Procedure 11-2-12

UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD

1. Reference. AR 606-5.

2. Forms.

a. DD Form 1172 (Application for Uniformed Services Identification and Privilege Card).

b. DD Form 1173 (Uniformed Services Identification and Privilege Card).

3. General. The Uniformed Services Identification and Privilege Card, (DD Form 1173) is provided as a means of identifying persons eligible for medical care, commissary privileges, exchange patronage (PX), and admission to military theaters. DD Form 1173 is issued to dependents 10 years of age and older who require military identification for privilege control or other purposes, and to other military and civilian personnel listed in paragraph 41, AR 606-5.

4. Procedure. Application will be made in 2 copies on a DD Form 1172 (Application for Uniformed Services Identification and Privilege Card). The application will list all eligible members of the family who are 10 years of age or older.

a. For dependents of officers and warrant officers on active duty.

- (1) Assist in preparation of the application and type the application in final form. The officer's signature is sufficient to establish dependency of individuals listed on the application. When the officer is not certain of dependency status he may inquire directly to the PSD.
- (2) Telephone the issuing office (usually Post Signal Photo Lab or PM ID Section) to determine the procedure for the applicant to obtain photographs of dependents.
- (3) Furnish applicant the original completed application and information about obtaining a photograph.

(4) The completed card will be furnished direct to the applicant by the issuing authority.

b. For enlisted personnel on active duty.

- (1) Assist soldier in accomplishing the application and type in final form (fig. 11-2-12.1).
- (2) Prepare routing slip and forward completed application to the PSD for verification.
- (3) The personnel officer will complete Section IV of DD Form 1172 and return the application to the unit.
- (4) Follow a(2) and (3) above.
- (5) Inform soldier that he must take the necessary action to have his dependent's ID and Privilege Card renewed upon expiration of the card or upon reenlistment.
- (6) Where dependents are other than wife; or unmarried legitimate children, step-children, and adopted children (for whom there are properly certified court adoption papers) who are under 21 years of age, the application must still be forwarded to the PSD. However, upon receipt of such an application, the PSD will require that applicant appear in person at the PSD to complete the necessary statements which must accompany the application. The PSD will schedule an appointment for the soldier through the personnel staff NCO.

c. When dependents do not reside with the sponsor, the verified application will be given to the applicant for forwarding to his dependents for issuance of DD Form 1173 at the nearest military installation.

| APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD | | | | | | Form Approved Budget Bureau No. 22-R174 | |
|---|--|--|--|--|---------------------------|---|-------------------------|
| SECTION I - IDENTIFICATION OF PERSON UPON WHOM ELIGIBILITY FOR DD FORM 1172 IS BASED | | | | | | | |
| 1. LAST NAME - FIRST NAME - MIDDLE INITIAL OF SPONSOR (Uniformed services or civilian sponsor, if applicable) | | | 2. ADDRESS (Limit if sponsor is deceased) | | | 3. TELEPHONE NUMBER | |
| Underwood, Ralph T. | | | Co B, 19th Inf Fort Miller, Utah | | | HOME OFFICE OV 54368 5550 | |
| 4. STATUS <input checked="" type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> RETIRED <input type="checkbox"/> DECEASED AD <input type="checkbox"/> DECEASED RETIRED <input type="checkbox"/> OTHER (Specify) | | | 5. GRADE - RATE - RANK | | 6. BRANCH OF SERVICE | | 7. SERVICE NUMBER |
| | | | PFC | | ARMY | | RA 19 300 831 |
| 8. DATE OF (expiration of service or contract) OR (death) (if applicable) | | | 9. REASON FOR APPLICATION (Check applicable box.) <input type="checkbox"/> ORIGINAL CARD(S) <input type="checkbox"/> EXPIRATION OF CARD(S) <input type="checkbox"/> REPLACE LOST CARD(S) DAMAGED CARD(S) CORRECT AN ERROR, ETC. (Explain circumstances surrounding loss or damage in item 18 Remarks) | | | | |
| 30 November 1962 | | | | | | | |
| SECTION II - PERSONS FOR WHOM AUTHORIZATION IS REQUESTED (Include yourself when applicable.) | | | | | | FOR USE OF VERIFYING OFFICER | |
| 10a. LAST NAME - FIRST NAME - MIDDLE INITIAL | | | b. RELATIONSHIP | | c. COLOR EYES | d. COLOR HAIR | e. PRIVILEGE AUTHORIZED |
| Underwood, Mary J. | | | Wife | | Blue | Blond | MC(C)MC(US) |
| 4. ADDRESS | | | a. DATE OF BIRTH | | i. HEIGHT | j. WEIGHT | k. MC(C) EFFECTIVE DATE |
| 3614 Maple Street Seattle, Washington | | | 8 Jun 30 | | 5' 4" | 115 | 1 Jul 61 |
| | | | | | | | l. EXPIRATION DATE |
| | | | | | | | 30 Dec 62 |
| 11a. LAST NAME - FIRST NAME - MIDDLE INITIAL | | | b. RELATIONSHIP | | c. COLOR EYES | d. COLOR HAIR | e. PRIVILEGE AUTHORIZED |
| Underwood, June M. | | | Daughter | | Blue | Blond | MC(C)MC(US) |
| 4. ADDRESS | | | a. DATE OF BIRTH | | i. HEIGHT | j. WEIGHT | k. MC(C) EFFECTIVE DATE |
| 3614 Maple Street Seattle, Washington | | | 1 Jun 49 | | 4' 2" | 80 | 1 Jul 61 |
| | | | | | | | l. EXPIRATION DATE |
| | | | | | | | 30 Dec 62 |
| 12a. LAST NAME - FIRST NAME - MIDDLE INITIAL | | | b. RELATIONSHIP | | c. COLOR EYES | d. COLOR HAIR | e. PRIVILEGE AUTHORIZED |
| | | | | | | | |
| 4. ADDRESS | | | a. DATE OF BIRTH | | i. HEIGHT | j. WEIGHT | k. MC(C) EFFECTIVE DATE |
| | | | | | | | |
| | | | | | | | l. EXPIRATION DATE |
| | | | | | | | |
| 13a. LAST NAME - FIRST NAME - MIDDLE INITIAL | | | b. RELATIONSHIP | | c. COLOR EYES | d. COLOR HAIR | e. PRIVILEGE AUTHORIZED |
| | | | | | | | |
| 4. ADDRESS | | | a. DATE OF BIRTH | | i. HEIGHT | j. WEIGHT | k. MC(C) EFFECTIVE DATE |
| | | | | | | | |
| | | | | | | | l. EXPIRATION DATE |
| | | | | | | | |
| 14a. LAST NAME - FIRST NAME - MIDDLE INITIAL | | | b. RELATIONSHIP | | c. COLOR EYES | d. COLOR HAIR | e. PRIVILEGE AUTHORIZED |
| | | | | | | | |
| 4. ADDRESS | | | a. DATE OF BIRTH | | i. HEIGHT | j. WEIGHT | k. MC(C) EFFECTIVE DATE |
| | | | | | | | |
| | | | | | | | l. EXPIRATION DATE |
| | | | | | | | |
| 15a. LAST NAME - FIRST NAME - MIDDLE INITIAL | | | b. RELATIONSHIP | | c. COLOR EYES | d. COLOR HAIR | e. PRIVILEGE AUTHORIZED |
| | | | | | | | |
| 4. ADDRESS | | | a. DATE OF BIRTH | | i. HEIGHT | j. WEIGHT | k. MC(C) EFFECTIVE DATE |
| | | | | | | | |
| | | | | | | | l. EXPIRATION DATE |
| | | | | | | | |
| 16. RECEIPT OF CARD(S) IS ACKNOWLEDGED | | | a. DATE ACKNOWLEDGED | | b. SIGNATURE OF RECIPIENT | | |
| | | | | | | | |
| SECTION III - STATEMENT OF UNIFORMED SERVICES OR CIVILIAN SPONSOR, OTHERWISE THE APPLICANT | | | | | | | |
| 17. I STATE: (Check appropriate box or boxes and complete entire as applicable.) | | | | | | | |
| a. <input checked="" type="checkbox"/> Lawful marriage to the spouse named took place at <u>Chicago, Illinois</u> on <u>1 June 1948</u> | | | | | | | |
| b. <input type="checkbox"/> The lawful husband named is in fact dependent upon me for over one-half of his support. | | | | | | | |
| c. <input type="checkbox"/> I am the widow of the deceased member or retired member named in Section I, that I am not now married and have never remarried since date of death of said member or retired member. Lawful marriage to said member or retired member took place at _____ on _____ DATE _____ PLACE _____ | | | | | | | |
| Abbreviated Privileges, i.e.: C - Commissary; T - Theater; RU - Exchange Unlimited; RL - Exchange Limited; MC(C) - Medical Care in Civilian Facilities; MC(US) - Medical Care in Uniformed Services Facilities | | | | | | | |

DD FORM 1172
1 MAR 61

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 11-2-12.1.

| | | |
|---|---------------------------------|---------------|
| <p>d. <input type="checkbox"/> I am the widower of the deceased member or retired member named in Section I, that I am not now married and have not remarried since date of death of said member or retired member and that at the time of said member's or retired member's death I was dependent upon such member or retired member for over one-half of my support because of a mental or physical incapacity. Lawful marriage to said member or retired member took place at _____ on _____ DATE _____ PLACE _____</p> | | |
| <p>e. <input type="checkbox"/> All children named are my legitimate, legally adopted or step children; that all children named who are over 21 years of age are (1) incapable of self-support because of a mental or physical incapacity that existed prior to their reaching the age of 21 and are in fact dependent upon me for over one-half of their support or (2) have not passed their twenty-third birthday and are enrolled in a full-time course of study in an educational institution above high school level which normally maintains a regular faculty and curriculum and normally has a regularly organized body of students in attendance at the place where the educational activities are carried on and are in fact dependent upon me for over one-half of their support.</p> | | |
| <p>f. <input type="checkbox"/> All children named are the legitimate, legally adopted or step-children of the deceased member or retired member named in Section I, that all children named are unmarried; that all children named who are over 21 years of age are (1) incapable of self-support because of a mental or physical incapacity that existed prior to their reaching the age of 21 and were in fact dependent upon the deceased member or retired member at the time of the member's or retired member's death for over one-half of their support or (2) have not passed their twenty-third birthday and are enrolled in a full-time course of study in an educational institution above high school level which normally maintains a regular faculty and curriculum and place where the educational activities are carried on and were in fact dependent upon the deceased member or retired member at the time of member's or retired member's death, for over one-half of their support.</p> | | |
| <p>NOTE - Section II - In those special circumstances which permit children over 21 entitlement to medical care, indicate after date of birth (INC) for incompetency, or (SCH) for attendance at approved school. Enter under Remarks the name of the institution of higher learning.</p> | | |
| <p>g. <input type="checkbox"/> I am the parent or parent-in-law of the deceased member or retired member named in Section I and at the time of said member's or retired member's death, I, and all other parents or parents-in-law named herein resided in the household of said member or retired member, and were in fact dependent upon said member or retired member for over one-half of our support.²</p> | | |
| <p>h. <input type="checkbox"/> I am the legal guardian of the dependent or dependents of the deceased member or retired member named in Section I, and further certify that the named dependents meet the criteria for eligibility prescribed by Public Law 569, 84th Congress, as indicated by blocks checked above.</p> | | |
| <p>i. <input type="checkbox"/> All parents or parents-in-law named are in fact dependent upon me for over one-half of their support and actually reside in my household.²</p> | | |
| <p>j. <input type="checkbox"/> I am entitled to retired, retirement, or retainer pay or equivalent pay as a result of service in a uniformed service, other than by retirement under title III of the Army and Air Force Vitalization and Retirement Equalization Act of 1948.</p> | | |
| <p>k. <input type="checkbox"/> I am entitled to retired or retirement pay under Title 10, U.S.C. Section 1331 - 1337 (formerly Title III of the Army and Air Force Vitalization and Retirement Equalization Act of 1948) and I have completed eight or more years of active duty as defined in sub-section 101(E) of the Armed Forces Reserve Act of 1952, 66 Stat. 481, 50 U.S.C. 901, periods of active duty were as follows:</p> | | |
| <p>² For the purposes of medical care, the requirement of actually residing in the household shall be fulfilled when the parent or parent-in-law actually resides, or was residing at the time of death of a member or retired member, in a dwelling place provided or maintained by said member or retired member.</p> | | |
| <p>18. REMARKS</p> <p style="text-align: center;">Commissary Agent: Mrs. Mary J. Underwood</p> | | |
| <p>19. CONDITIONS APPLICABLE TO RECIPIENTS OF CARDS</p> <p>Recipients of the Uniformed Services Identification and Privilege Card(s) authorized on the basis of this application will be responsible for proper use of the privileges and facilities authorized. Recipients will surrender cards immediately upon call to do so or when appropriate under applicable regulations, and will notify the agencies designated to grant authorizations for privileges and facilities in event of any change in status affecting eligibility therefor. Medical care furnished in uniformed services facilities is subject to the availability of space, facilities, and the capabilities of the medical staff to provide such care. Determinations made by the medical officer or contract surgeon, or his designee, as to availability of space, facilities, and the capabilities of the medical staff shall be conclusive. Reimbursement shall be required for any unauthorized medical care furnished at Government expense. Penalty for presenting false claims or making false statements in connection with claims; fine of not more than \$10,000 or imprisonment for not more than five years or both. Act 25 June 1948, 18 U.S.C. 287, 1001.</p> | | |
| 20. DATE OF APPLICATION | 21. SIGNATURE OF APPLICANT | |
| 1 December 68 | <i>Ralph T. Underwood</i> | |
| <p>SECTION IV - VERIFICATION BY PERSONNEL OFFICER OR OTHER RESPONSIBLE OFFICIAL OF SPONSOR'S SERVICE</p> <p>THE STATUS OF THE PERSONS NAMED IN SECTION II HAS BEEN VERIFIED. ISSUE OF DD FORM 1173 BY ANY U.S. MILITARY ACTIVITY IS AUTHORIZED. BENEFITS & PRIVILEGES TO WHICH ENTITLED, EFFECTIVE & EXPIRATION DATES OF ELIGIBILITY FOR EACH NAMED PERSON ARE VERIFIED. ISSUING AGENCY REQUESTED TO (A) ISSUE DD FORM 1173 UPON PRESENTATION OF THIS APPLICATION (B) ENTER IN THE APPROPRIATE COLUMN OF SEC II THE CARD NUMBER ISSUED WITH THE DATE ISSUED (C) COMPLETE SECTION V OF THIS APPLICATION FORM AND RETURN IT TO THE ORGANIZATION DESIGNATED IN ITEM 22.</p> | | |
| 22. ORGANIZATION AND MAILING ADDRESS OF VERIFYING OFFICER | 23. TYPED NAME, GRADE AND TITLE | 24. SIGNATURE |
| | | |
| <p>SECTION V - AUTHENTICATION BY ISSUING AGENCY</p> | | |
| 25. ORGANIZATION OF ISSUING OFFICER | 26. TYPED NAME, GRADE AND TITLE | 27. SIGNATURE |
| | | |

U.S. GOVERNMENT PRINTING OFFICE: 1961 O-588108

★ Figure 11-2-12.1—Continued.

Procedure 11-2-13

AWOL AND DESERTION

★1. References.

- a. AR 335-60.
- b. AR 630-10.
- c. AR 700-8400-1.
- d. DOD 4160.21-M.
- e. AR 755-21.

2. Forms.

a. DA Form 188 (Extract Copy of Morning Report).

b. DA Form 268 (Report for Suspension of Favorable Personnel Action).

★c. Rescinded.

d. DA Form 2765-1 (Request for Issue or Turn-In).

★e. DA Form 3326 (Individual/Organizational Clothing and Equipment Record (Female)).

★f. DA Form 3327 (Individual/Organizational Clothing and Equipment Record (Male)).

3. General. a. Throughout this procedure the term "deserter" is used solely to administratively define an individual who has been dropped from rolls of his organization.

★b. The company has many specific duties whenever an AWOL or desertion occurs. After the initial morning report entry of an AWOL is made, there are three major suspense dates to consider in planning for administrative processing of AWOL's or deserters—

(1) On the 11th day, the AWOL's nearest relative must be notified.

(2) On the 30th day, the AWOL is dropped from the rolls of the unit as a deserter. See paragraph 29d, AR 630-10 for exceptions to this date.

★(3) The MPRJ of deserters are forwarded to TAG: AGPO-SA 90 days after a soldier is dropped from the rolls as a deserter.

c. Prior planning will obviate a heavy workload at the last minute or a delay in forwarding records and reports. Especially vital is to make sure that necessary individual descrip-

tive data required for completion of DD Form 553 will be on hand if required at the end of the 30 days absence.

d. The division Replacement Detachment will comply with paragraph 15, AR 630-10 to determine the status of intransit personnel who fail to report to the division and, if necessary, follow the procedures below.

4. Procedure. a. Upon determination of an AWOL—

(1) Make proper morning report entry (AR 335-60).

(2) Prepare flagging action (Procedure 11-2-11).

b. The commander will make an inquiry into probable causes or motives for the absence, making a written report of his findings.

★c. On the 11th day of AWOL a letter to the absentee's nearest relative is prepared and dispatched (para 5d, AR 630-10).

★d. On the 30th day of AWOL—

(1) Make a morning report entry dropping the individual from the rolls of the organization as a deserter. See paragraph 29d, AR 630-10 for exceptions.

(2) Prepare DA Form 188 (Extract Copy of Morning Report) in 4 copies.

(3) The supply officer will inventory and dispose of the absentee's property in accordance with AR 700-8400-1. If no property is found, a written negative report will be made.

(4) Money left by the absentee will be deposited with the finance officer and receipt obtained.

(5) The battalion S2 will be requested to take action to revoke any security clearance.

e. The following reports and forms will be forwarded to the PSD as soon as possible, but not later than 30 days after the absentee is dropped from the rolls as a deserter.

(1) Copy of the letter to the nearest relative.

- (2) The commander's inquiry report.
- (3) Charge sheets in 3 copies (if applicable).
- (4) Finance officer's receipt for money deposited (if applicable).
- ★(5) Inventory of personal property.
- ★(6) DA Form 2765-1 (Request for Issue or Turn-In).
- ★(7) DA Form 3326 (Individual/Organizational Clothing and Equipment Record (Female)).
- ★(8) DA Form 3327 (Individual/Organizational Clothing and Equipment Record (Male)).
- (9) DA Form 188 (Extract Copy of Morning Report) in 4 copies.
- f. Immediately upon return of an AWOL or deserter to duty—

- (1) Refer him to the servicing medical facility for a medical examination in accordance with paragraph 50, AR 630-10.
- (2) Make appropriate morning report entry (AR 335-60).
- (3) Make interim flagging action report (Procedure 11-2-11).
- (4) Take any other action requested by the commander or PSD.
- ★g. If an individual attached to the company goes AWOL, accomplish the actions as prescribed by paragraph 21, AR 630-10.
- ★h. ACDUTRA personnel will be processed in accordance with Sections XIV and XV, AR 630-10.

Procedure 11-2-14
BARS TO ENLISTMENT OR REENLISTMENT

★1. References.

- a. AR 601-280.
- b. AR 640-98.

★2. Forms. DA Form 20.

★3. General. AR 601-280 provides procedures to bar enlisted personnel from enlisting or reenlisting in the Regular Army. This bar is intended primarily for those individuals the commander determines to be untrainable or unsuitable for military service and whose conduct and efficiency warrant a discharge, but whose actions do not warrant elimination for unfitness or unsuitability (AR 635-2.2). Bars are approved by the appropriate commander (refer to para 1-31c, AR 601-280) and upon approval are filed in the individuals personnel files. An appropriate remark is entered in the Enlisted Qualification Record (DA Form 20) and on separation papers.

★4. Procedure. a. On determining that an in-

dividual should be barred from further service, the commander prepares a letter in certificate form (para 1-31, AR 601-280) giving the reasons for the request, the time the individual has served in the unit, the commander's efforts to rehabilitate the individual; a summary of the individual's offenses, and the individual's conduct and efficiency ratings.

b. The request will be shown to the individual and he will be given an opportunity to make a statement (fig. 11-2-14.2) in accordance with AR 640-98.

c. The request will be forwarded to the next higher headquarters in duplicate.

d. The commander of the unit to which an individual is assigned or attached may request removal of a bar to enlistment or reenlistment if he determines the individual is in fact qualified for further service. The request will be forwarded in the same manner as a request to bar.

28 May 1969

C 2, AR 600-17

COMPANY B, 1ST BATTALION
19TH INFANTRY
FORT MILLER, UTAH

9 April 1969

SUBJECT: Certificate of Unsuitability for Enlistment/Reenlistment

I have read and understand the allegations made by my commander
this date, and --

(☒) elect not to make a statement.

() submit the following statement in my behalf.

Thomas H. Lewis
THOMAS H. LEWIS
PVT, RA 42899354

★Figure 11-2-14.1

[Next page is 131]

Section IV. MILITARY PAY

Procedure 11-3-1

ALLOTMENTS OF PAY

1. Reference. Chapter 11, AR 37-104.

2. Forms. DA Form 1341 (Allotment Authorization).

3. General. The effective starting, stopping, and change dates for allotments generally will depend on the payroll cycle for the unit concerned. Usually allotments will be started in the following month and discontinued in the same month. The day of the month beyond which an allotment cannot be discontinued in the same month will be published by the PSD.

4. Procedure. *a.* To start and stop Class E, B, B1 allotments—

- (1) Complete the DA Form 1341 with the exception of block 20 (fig. 11-3-1.1).
Note. Several samples are shown.
- (2) Have the soldier complete blocks 17, 18, and 19 of DA Form 1341 in his own handwriting.
- (3) Submit the DA Form 1341 to the personnel staff NCO for review and submission.
- (4) Inform soldier he will receive a copy of the completed DA Form 1341 from the PSD.

b. Change of address for allotments.

- (1) *Class B and B1.* Soldier may change mailing address for a Class B or B1 allotment by *direct* correspondence with the FCUSA (fig. 11-3-1.2).
- (2) *Class E.* Follow procedure in *a* above as for new allotment (fig. 11-3-1.1).
- (3) *Class Q.* The mailing address of a Class Q allotment normally will be changed only over the signature of the allottee. The soldier's wife should write direct to the FCUSA furnishing information as indicated in figure 11-3-1.3.

c. Other allotment actions.

- (1) Determine what allotment action soldier wants to accomplish.
- (2) Telephone battalion personnel staff NCO, explain allotment action required by the soldier, and request an appointment with the PSD for an allotment action.
- (3) Have soldier report to the appropriate person at the PSD in accordance with unit policy.

| RESERVED FOR USE BY THE FINANCE CENTER | | | | | | | | | |
|--|--|---|--|----------------------------------|--|---|--|--|--|
| 1. NAME (Last, First, MI) AND SERVICE NUMBER (Addressograph May Be Used) | | 3. GRADE | | 4. EAG DATE OR CURRENT ENL. DATE | | DOCUMENT NUMBER AND DATE | | | |
| UNDERWOOD, RALPH T. RA 19 300 831 | | 88G B6 | | 8ep 58 | | | | | |
| 2. ORGANIZATION AND MILITARY ADDRESS (770-0111111) | | 5. NAME AND ADDRESS OF ALLOTTEE (First, MI, & Last) | | 6. RELATIONSHIP (Also if Bond) | | 7. BOND OR RECEIPT (Bonds for safekeeping) IS TO BE MAILED | | | |
| Company B, 1st Bn, 19th Inf Fort Miller, Utah | | 1. IF PAYABLE TO BANK, STATE TO WHOM CREDIT 2. IF A BOND, CHECK APPROPRIATE BOX TO THE RIGHT 3. IF AN OND ALLOT: ENTER PREMIUM MONTHS | | N/A | | | | | |
| 8. NAME AND ADDRESS OF ALLOTTEE (First, MI, & Last) | | 9. EFFECTIVE DATE | | 10. AMOUNT | | 11. WORDS ONLY - NAME AND ADDRESS TO WHICH BOND OR RECEIPT (Bonds for safekeeping) IS TO BE MAILED | | | |
| Army Emergency Relief Fort Miller, Utah | | 1 Jan 62 | | \$21.00 | | Repay A.E.R. Loan | | | |
| 12. MONTH AND YEAR OF LAST DEDUCTION | | 13. NAME OF ALLOTTEE (If bond, state whether co-owner or beneficiary) | | 14. REASON | | 15. BREAKDOWN OF RETRO AMOUNTS CIRCLED ABOVE | | | |
| 1 Dec 62 | | Army Emergency Relief Fort Miller, Utah | | | | MOS. AMOUNT CYCLES/TS. TRACTING NOS. AMOUNT CYCLES/TS. | | | |
| 16. FORMER NAMES AND SERVICE NUMBERS - IF NONE WRITE "NONE" | | 17. SIGNATURE AND SERVICE NUMBER (Name-First) SIGN ORIGINAL ONLY | | 18. DATE | | 19. ENTER ALL THE SERVICE MEMBER'S EXISTING ALLOTMENTS BY CLASS AND AMOUNT AFTER ALL CHANGES RECORDED HEREON HAVE BEEN PROCESSED. | | | |
| None | | None | | 10/06/61 | | 20. DO TRANSFER LETTER NUMBER | | | |
| 21. SIGNATURE AND SERVICE NUMBER (Name-First) SIGN ORIGINAL ONLY | | 22. DATE | | 23. BRIEF STAMP | | 24. DO TRANSFER LETTER NUMBER | | | |
| RALPH T. UNDERWOOD | | 10/06/61 | | | | 25. BRIEF STAMP | | | |

DA FORM 1341
1 SEP 61

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

ALLOTMENT AUTHORIZATION
(TO START, STOP, AND CHANGE ALLOTMENTS)
(AR 37-104)

Figure 11-9-1.1.

Figure 11-3-1.1—Continued.

| RESERVED FOR USE BY THE FINANCE CENTER | | | | | | | | | | |
|--|--|--|----------|--|----------------------------------|--|--------------------------|--|------------------------|--|
| 1. NAME (Last, First, MI) AND SERVICE NUMBER (Addressograph May Be Used) | | | 3. GRADE | | 4. EAD DATE OR CURRENT ENL. DATE | | DOCUMENT NUMBER AND DATE | | | |
| UNDERWOOD, RALPH T. RA 19300831 | | | SSgt E6 | | Sep 58 | | | | | |
| 2. ORGANIZATION AND MILITARY ADDRESS (Type in full) | | | | | | | | | | |
| Company B, 1st Bn, 19th Inf Fort Miller, Utah | | | | | | | | | | |
| 5. NAME AND ADDRESS OF ALLOTTEE (First, MI, & Last) | | | | | | | | | | |
| 1. IF PAYABLE TO BANK, STATE TO WHOM CREDIT | | | | | | | | | | |
| 2. IF PAYABLE TO CHECK, CHECK NUMBER AND BENEFICIARY | | | | | | | | | | |
| 3. IF AN N OR D ALLOT, ENTER PREMIUM MONTHS | | | | | | | | | | |
| 6. NAME AND ADDRESS OF ALLOTTEE (First, MI, & Last) | | | | | | | | | | |
| Natl Ser Life Ins | | | | | | | | | | |
| Washington 25, D. C. | | | | | | | | | | |
| 7. EFFECTIVE DATE | | | | | | | | | | |
| Nov 62 | | | | | | | | | | |
| 8. AMOUNT | | | | | | | | | | |
| N 6.90 | | | | | | | | | | |
| 9. CLASS OF PURPOSE OF ALLOTMENT | | | | | | | | | | |
| 10. CLASS OF PURPOSE OF ALLOTMENT | | | | | | | | | | |
| 11. BONDS ONLY - NAME AND ADDRESS TO WHICH <input type="checkbox"/> BOND OR <input type="checkbox"/> RECEIPT (Bonds for safekeeping) IS TO BE MAILED | | | | | | | | | | |
| 12. MONTH AND YEAR OF PAYMENT REDUCTION | | | | | | | | | | |
| 13. NAME OF ALLOTTEE (If bond, state whether co-owner or beneficiary) | | | | | | | | | | |
| 14. FORMER NAMES AND SERVICE NUMBERS - IF NONE WRITE "NONE" | | | | | | | | | | |
| 15. SIGNATURE AND SERVICE NUMBER (Endorsement) SIGN ORIGINAL ONLY | | | | | | | | | | |
| 16. WHERE CHECK IS FOR DEPOSIT, PROPER ARRANGEMENTS HAVE BEEN MADE WITH THE BANK FOR ACCEPTANCE OF CHECK AND CREDITING TO THE PROPER ACCOUNT; THAT WHERE CHECK IS MAILED TO A BANK FOR CONVENIENCE PURPOSES, PROPER ARRANGEMENTS HAVE BEEN MADE FOR ACCEPTANCE OF THE CHECK BY THE BANK; THE INSURANCE COMPANY STATED IN BOX 8 HAS BEEN ADVISED OF THE CHECK AND OF THE PAYMENT AND ANY CHANGE IN STATUS ON LOCATION WILL BE TRANSMITTED TO THE INSURER. | | | | | | | | | | |
| 17. ENTER ALL THE SERVICE MEMBER'S EXISTING ALLOTMENTS BY CLASS AND AMOUNT AFTER ALL CHANGES RECORDED HEREON HAVE BEEN PROCESSED. | | | | | | | | | | |
| 18. CL | | | AMOUNT | | CL | | AMOUNT | | CL | |
| | | | | | | | | | | |
| 19. DATE | | | | | | | | | | |
| 20. ENTER ALL THE SERVICE MEMBER'S EXISTING ALLOTMENTS BY CLASS AND AMOUNT AFTER ALL CHANGES RECORDED HEREON HAVE BEEN PROCESSED. | | | | | | | | | | |
| 21. DO TRANSMIT ALL CHANGES TO THE FINANCE CENTER | | | | | | | | | | |
| 22. BRIEF STAMP | | | | | | | | | | |
| 23. BREAKDOWN OF RETRO AMOUNTS CIRCLED ABOVE | | | | | | | | | | |
| CYCLES | | | TRACING | | NOS. | | AMOUNT | | CYCLE FILE | |
| | | | | | | | | | | |
| 24. ACTION | | | FILE | | AUX. DISC. | | TRANS. PROC. DATE | | DEPT. PAYEE CLASS RANK | |
| | | | | | | | | | | |
| 25. TOTAL RETRO AMOUNT | | | | | | | | | | |
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ALLOTMENT AUTHORIZATION
(TO START, STOP, AND CHANGE ALLOTMENTS)
(AR 37-104)

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

DA FORM 1341
1 SEP 61

Figure 11-9-1.1-Continued.

**ALLOTMENT AUTHORIZATION
(TO START, STOP, AND CHANGE ALLOTMENTS)**
(AR 37-104)

1 December 1961

Commanding General
Finance Center, U. S. Army
ATTN: Allotment Operations
Indianapolis 49, Indiana

Dear Sir:

It is requested that my quarterly \$18.75 Savings Bond (Class B1 allotment) be mailed to my new address:

OLD ADDRESS: Co C, 3rd Bn, 999th Inf, Cp Sand, Maine

NEW ADDRESS: Co B, 1st Bn, 19th Inf, Ft Miller, Utah

Sincerely,



RALPH T. UNDERWOOD

RA 19 300 831

Pfc, Co B, 1st Bn, 19th Inf

Figure 11-3-1.2.

28 May 1969

C 2, AR 600-17

April 1, 1969

Commanding General
Finance Center, U. S. Army
ATTN: Allotment and Deposits Operations
Indianapolis, Indiana 46249

Dear Sir:

I am the wife of PFC Ralph T. Underwood, RA 19300831. Co B, 1st Bn, 19th Inf, Fort Miller, Utah 00000.

I am currently receiving my Class Q allotment check addressed to 1234 South Ave., Salt Lake City, Utah 00000.

On April 15, 1969 I am moving to 976 North Ave., Wildwoods, Washington 00000, and it is requested that my allotment check be mailed to that address.

Sincerely,

(Mrs) Edith T. Underwood

Change of address - Class Q allotment

★Figure 11-3-1.3

Procedure 11-3-2

PARTIAL PAYMENT—ADVANCE PAYMENT

★1. References.

- a. AR 37-125.
- b. AR 37-106.

2. Form. DA Form 2142 (Request for Pay Action).

★3. General. a. A soldier may request partial payment when an emergency arises which justifies drawing a portion of his pay due; or prior to complying with TDY or PCS orders. See AR 37-125.

b. Advance payment may be requested incident to PCS to help relieve the immediate extra expenses of the move. A normal advance is 1 month's basic pay. For cogent reasons, up to 3 months' basic pay may be advanced. The advance will be repaid by scheduled deductions usually over a 6-month period, but may be liquidated in a lesser period. Advance payments normally are not approved for enlisted personnel without dependents unless evidence of extenuating circumstances is provided to the individual's commanding officer. See AR 37-125.

c. Advance payment of travel allowance on PCS may be requested in lieu of an advance of pay. Under conditions of extreme emergency where unusual hardship will result, an exception to this rule is authorized and both an advance of pay and an advance travel payment may be made (see chap. 6, AR 37-106). This type of advance may not be requested until 10 days prior to the date travel will commence.

★4. Procedure. a. *Partial payment.* The first sergeant or one of the unit officers will interview the soldier requesting a partial payment to determine if such a payment is appropriate under the circumstances. The actual request for partial payment is submitted on DA Form 2142. If the amount desired and approved is all that the soldier has due on the date of the request, enter "maximum" instead of the dollar amount in Section C, DA Form 2142. Also see *d* below.

★b. *Advance payment.* Prior to submission

of a request for this payment, soldier must be interviewed by the unit commander. Upon completion of the informal interview, prepare the request and have the soldier sign it. Submit the request to the unit commander for his action. Also see *d* below.

★c. *Advance travel payment for PCS.* When an advance of travel pay is required, as authorized in AR 37-106, complete the request and attach 2 copies of PCS orders. Have soldier sign the request and submit to the unit commander for approval. Also see *d* below.

d. *Advance payments for TDY not in connection with PCS.* An individual under orders directing temporary duty travel, not in connection with a PCS, who desires an advance of travel allowances may choose to receive either an advance or per diem, an advance of monetary allowance in lieu of transportation, or an advance of the actual or anticipated commercial cost of transportation plus per diem.

★(1) Prepare DA Form 2142 identifying the type of advance desired and inclosing 1 copy of TDY orders.

(2) Submit for unit commander's approval.

★(3) Rescinded.

★(4) Give soldier approved request (DA Form 2142) to hand-carry to the appropriate finance and accounting officer for payment.

★e. *Prepare all requests in original and two copies.* Send original and 1 copy to the FO and file 1 copy in the unit files as required by AR 345-215.

f. No formal approval of the commanding officer is required for officers requesting partial payment, advance pay, or advance travel pay on PCS.

(1) Complete the request in original and 2 copies.

★(2) Forward the signed original and 1 copy to the FO without indorsement in the "Action by Unit Commander" Section.

(3) File 1 copy in the unit files.

Procedure 11-3-3
SEPARATE RATIONS

★1. **References.**

- a. AR 37-125.
- b. AR 210-10.

★2. **Form.** DA Form 2496 (Disposition Form).

★3. **General.** Enlisted personnel may be granted permission to mess separately from their assigned organizations according to policies published by the major commander. The approving authority for such requests may be delegated to unit commanders by installation commanders. Normally soldiers actually residing with their dependents on or in the vicinity of the installation, and soldiers in pay grades E-7, E-8, and E-9, are authorized separate rations upon their request. The effective date of separate rations is normally the date of assignment to Government quarters or the date the authorized off post residence was established. Applications must be submitted immediately upon entitlement and processed without delay. The unit will maintain a record which will identify those soldiers authorized to mess separately, effective date, and quarters address. Soldiers on separate rations will not be issued DD Form 714 (Meal Card) and must pay in cash for rations furnished by the Government.

4. **Procedure.** a. *Request for permission to mess separately.*

- (1) Determine eligibility under local pol-

icy. Any question relating to eligibility may be resolved by phoning the battalion personnel staff NCO.

- (2) Prepare request in original and 1 copy for signature of the soldier (fig. 11-3-3.1).

- (3) Remove 1 copy of the approved request for file and forward the original to the approving authority with a request for orders.

- ★(4) Post individual's name to the Separate Rations Roster.

- (5) Withdraw DD Form 714 (Meal Card) in accordance with unit procedures.

b. *Termination of permission to ration separately.*

- (1) Permission to ration separately may be terminated at any time by the approving authority.

- (2) When the soldier no longer resides with his dependents, or dependency ceases to exist, the approving authority must be notified and permission to mess separately withdrawn (fig. 11-3-3.2).

- ★(3) When separate rations are terminated—

- (a) Remove name from separate rations roster.

- (b) Correct quarters address to show current billets assigned.

- (4) Issue DD Form 714 (Meal Card) in accordance with unit procedures.

28 May 1969

DISPOSITION FORM

(AR 340-15)

| | |
|------------------------------------|------------------------------|
| REFERENCE OR OFFICE SYMBOL | SUBJECT |
| Underwood, Ralph T. RA 19300831 | * Request to Mess Separately |

| | | | |
|---|---|------------|-------|
| TO | FROM | DATE | CMT 1 |
| CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | SGT Ralph T. Underwood RA 19300831, Co B, 1st Bn, 19th Inf Ft Miller, Utah | 1 Dec 1968 | |

1. UP AR 210-10 request that I be granted permission to ration separately from my organization effective 1 Dec 68. The following statements are made in connection with this request:

a. My wife, Brenda G. Underwood, resides at 231 Northern St., Hillwood, Utah 00000.

b. Suitable quarters are available for me at this address. I understand that if I am granted permission to reside off post and to ration separately from my organization that this permission may be withdrawn at any time.

2. I will report my intention to cease residence at the above address or any change in dependency status of the named dependent. I understand that approval of this request will require cash payment of any meals furnished by the government.

Ralph T. Underwood

RALPH T. UNDERWOOD
RA 19300831
SGT, Co B, 1st Bn, 19th Inf

| | | |
|--------------------------------------|----------------------------------|------------------|
| TO: CG, 99th Inf Div ATTN: AG-PSD | FROM: CO, Co B, 1st Bn, 19th Inf | 1 Dec 1968 CMT 2 |
|--------------------------------------|----------------------------------|------------------|

1. Approved
2. Action will be initiated by this company to terminate separate rations if it is found that dependents are not residing as stated.
3. Request appropriate orders be published.

Thomas W. Lingen

THOMAS W. LINGEN
CPT, Inf
Commanding

*NOTE--This form is suitable for reproduction as a form letter.

DA FORM 2496
1 FEB 62

REPLACES DD FORM 95, EXISTING SUPPLIES OF WHICH WILL BE
ISSUED AND USED UNTIL 1 FEB 69 UNLESS SOONER EXHAUSTED. * U.S. GOVERNMENT PRINTING OFFICE: 1963 O-707-911

★Figure 11-3-3.1

| DISPOSITION FORM (AR 340-15) | | | |
|---|---|---------------------------------|--|
| REFERENCE OR OFFICE SYMBOL | | SUBJECT | |
| Underwood, Ralph T. RA 19 300 831 | | Termination of Separate Rations | |
| TO | CG, 99th Inf Div Ft Miller, Utah ATTN: AG-PSD | FROM | CO, Co B, 1st Bn, 19th Inf Ft Miller, Utah |
| | | DATE | 16 December 1968 |
| | | CMT 1 | |
| <p>1. Permission of SGT Ralph T. Underwood, RA 19 300 831, to mess separately should be withdrawn effective 15 December 1968.</p> <p>2. Dependents have moved from this vicinity.</p> | | | |
| <p style="text-align: right;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN CPT, Inf Commanding</p> | | | |

DA FORM 2496
1 FEB 62REPLACES DD FORM 86, EXISTING SUPPLIES OF WHICH WILL BE
ISSUED AND USED UNTIL 1 FEB 63 UNLESS SOONER EXHAUSTED.

* U.S. GOVERNMENT PRINTING OFFICE : 1963 O-707-811

★Figure 11-3-3.2

Procedure 11-3-5

INDEBTEDNESS TO THE GOVERNMENT

★1. References. AR 37-125, AR 37-106-1.

★2. Form. DA Form 2496 (Disposition Form).

3. General. *a.* The most common types of indebtedness to the Government are—

(1) Erroneous payments. These consist of overpayments of basic pay, allowances, reenlistment bonus, unused leave, nondeduction of allotments, etc.

(2) Administratively determined indebtedness. This consists of liability for lost or damaged property as determined by Statements of Charges, Reports of Survey, etc.

(3) Courts-martial forfeitures.

(4) Delinquent income tax levies.

★*b.* Normally, basic allowances for subsistence and quarters will not be used to satisfy indebtedness except when separation is imminent and the debt would not be satisfied before separation. Separation travel allowances and savings deposits normally cannot be applied to a debt without the consent of the individual. However, all types of pay may be applied against a delinquent income tax levy.

4. Procedure. *a.* The following rules are used in determining the amount of an individual's pay to be applied against a debt.

(1) *Erroneous payments.* The finance officer collects two-thirds of the individual's pay. This is computed after deducting court-martial forfeitures, FICA tax, income tax, and the individual's contribution to Class Q allotment.

★(2) *Administratively determined indebtedness.* Individual must receive one-third of his pay. Voluntary allotments (E, D, N, B, and B-1) and savings deposit deductions are considered as part of the one-third. If the amount due is less than \$10, the finance officer may pay him \$10.

(3) *Court-martial forfeitures.* These may not exceed two-thirds of the individual's pay in

one month. If two or more forfeitures run concurrently only up to two-thirds may be collected.

(4) *Delinquent income tax levies.* These levies are deducted from the take-home pay of the individual. If the take-home pay is less than the levy, all pay is deducted. Levies are effective for only one month, the unpaid amount is cancelled and a new levy is required to collect the remaining tax.

b. In determining the amount of an individual's pay subject to deduction, basic, special, incentive, and proficiency pays are considered. Allowances such as, quarters, subsistence, and clothing, are not included.

c. The PSD or the servicing finance officer will notify the individual of his indebtedness through his commander. If deductions for indebtedness in *a*(1) and (2) above would result in a hardship to him or to his dependents, the individual may request reduced collections or remission of the debt. If he feels the debt is unjust he may submit information in rebuttal. Rebuttals or requests for installment collection must be made within 10 days of receipt of the notification. Installment payment of delinquent income taxes can be approved only by the Internal Revenue Service.

(1) *Erroneous payments.* Repayment by reduced monthly installments may be approved if a lump sum two-third deduction would result in a hardship to the individual or his dependents. The number and amount of the installments should be fair both to the individual and to the Government, and must insure full collection prior to normal ETS. The company commander may approve requests for installment repayment of indebtedness under \$100. Those over \$100 must go through channels to the brigade or equivalent commanders.

(2) *Administratively determined indebtedness.* Request for installment collections.

must go to the next higher headquarters for approval. If applicable, all voluntary allotments, except for insurance, should be reduced or discontinued.

★(3) *Delinquent income tax levies.* Requests for installment payment of delinquent income taxes must be made by the individual direct to the Internal Revenue Service. Written approval must be presented to the PSD or the servicing finance officer.

★(4) Requests made under (1) and (2) above should be made on DA Form 2496, setting forth the individual's financial position and the maximum payment he can afford. The commanding officer will then approve or forward the request together with such additional information as he desires.

★(5) *Written protest.* If an individual believes the indebtedness is incorrect, he may make a protest in writing, through channels, to the Commanding General, Finance Center, U.S.

Army, giving all available information. Collection of the debt may be suspended until final action is taken on the request. However, if the individual's ETS is near, collection will be made and the individual will be advised to submit a claim to Settlement Operations, Finance Center, U.S. Army.

d. Court-martial forfeitures are paid as directed by the court-martial and may not be collected in reduced amounts.

e. Except for court-martial forfeitures, indebtedness to the Government is not cancelled by separation from the service. Deductions may be made from retired pay, reserve training pay, or may be collected if the individual reenters active service.

★f. Request for remission or cancellation of indebtedness may be made by the individual or his commander. The request is forwarded to The Adjutant General for approval.

Section V. RECORDS

Procedure 11-4-1

ENLISTED CONDUCT AND EFFICIENCY RATINGS

★1. References.

- a. AR 600-200.
- b. AR 635-200.
- c. AR 672-5-1.

2. Form. DA Form 137. (Installation Clearance Record).

★3. General. Conduct and efficiency ratings provide information to be used in connection with other data as a guide in taking certain personnel actions such as assignment, promotion, award of the Good Conduct Medal, and in determining the type of discharge to be rendered. Each rating covers a specific period and should not be influenced by prior reports covering other periods. The occasions requiring ratings are outlined in AR 600-200.

★4. Procedure. a. Preparatory to reassignment of an individual; or upon attachment to another organization for 30 days or more when the Personnel Records Jacket (DA Form 201) accompanies the individual, the Installation Clearance Record will be modified to include "CONDUCT _____ EFFICIENCY _____" (fig. 11-4-1.1). The unit commander will enter the conduct rating and the first immediate officer or warrant officer superior will enter the efficiency rating.

★b. In cases where a large number of conduct ratings are required to be made by the unit commander upon his reassignment from

the unit, the unit clerk may modify a company roster by heading a column "CONDUCT." The commander can then enter his conduct rating opposite and in line with the name of the individual being rated. This roster should then be sent to the PSD records team leader so that entries may be made in the enlisted qualification record. The unit clerk will insure that both the conduct and efficiency ratings are obtained from the unit commander for personnel over whom the commander is also the supervisor. The first sergeant and unit clerk are examples of personnel for whom the commander would be the rater for both conduct and efficiency.

c. A conduct rating less than "Good," or an efficiency rating less than "Fair," will disqualify a soldier for an honorable discharge. If a disqualifying rating has been given and there is no record of disciplinary action against the soldier, an explanation must accompany the rating.

d. An "Unknown" rating may be given only when the rated period is less than 30 days, and for periods of confinement or hospitalization.

e. Enlisted personnel are not permitted to rate other enlisted personnel.

f. Whenever supervisory changes occur as the result of a change of duty MOS or supervisor, the Personnel Information Roster may be used to indicate ratings. Place the efficiency rating in the "REMARKS" column.

28 May 1969

C 2, AR 600-17

| | | | |
|---|---------|--|--------------|
| INSTALLATION CLEARANCE RECORD (AR 210-10) | | INSTALLATION Fort Miller, Utah | |
| Prepare in duplicate (original to be retained in transfer activity file; duplicate to individual) | | | |
| LAST NAME - FIRST NAME - MIDDLE INITIAL UNDERWOOD, RALPH T. | | SERVICE NUMBER RA 19 300 831 | GRADE PFC |
| ORGANIZATION Co B, 1st Bn, 19th Inf | | TO DEPART (Time and date) 1200 hrs, 5 Dec 1968 | |
| AUTHORITY FOR DEPARTURE Para 10, SO 299, HQ, 99th Inf Div dtd 1 Dec 1968 Ft Miller, Utah | | NEW DUTY STATION 1st How Bn, 2d Arty, 8th Inf Div APO NY 09111 | |
| CHECKLIST <i>(Normally, officers, warrant officers, and enlisted personnel in grades E-7, E-8 and E-9 are not required to secure initials of clearing facility, their signature being official indication that all obligations are settled. Other enlisted personnel will normally have facility concerned initial applicable items. Appropriate administrative office will check items not applicable.)</i> | | | |
| FACILITY | INITIAL | FACILITY | INITIAL |
| 1. ARMY EDUCATION CENTER | | 12. FIELD MILITARY 201 FILE AND ALLIED RECORDS | |
| 2. CHAPLAIN | | 13. FINANCE & ACCOUNTING OFF (Communications Account) | |
| 3. CLASSIFIED DOCUMENTS | | 14. FINANCIAL DATA RECORDS FOLDER (Personnel Officer) | |
| 4. COMMERCIAL LAUNDRY | | 15. LIBRARY | |
| 5. COURTS AND BOARDS ¹ | | 16. MEDICAL TREATMENT FACILITY | |
| 6. DENTAL CLINIC, DD FORM 722-1 | | 17. ORDNANCE OFFICER | |
| 7. DEPENDENTS SCHOOL OFFICER | | 18. PERSONAL AFFAIRS OFFICER (A.E.R.) | |
| 8. DRY CLEANERS | | 19. PERSONNEL REGISTER (Sign Out) | |
| 9. EFFICIENCY REPORTS | | 20. POSTAL OFFICER (Notice of Change of Address) | |
| 10. ENGINEER PROPERTY OFFICER | | 21. POST MOTOR POOL | |
| 11. ENLISTED OR OFFICER MESS | | 22. POST QUARTERMASTER | |
| 23. PROVOST MARSHAL (Car tags) | | 24. QUARTERMASTER LAUNDRY | |
| | | 25. QUARTERS ASSIGNMENT | |
| | | 26. SIGNAL OFFICER | |
| | | 27. SPECIAL ORDERS FOR CHANGE OF STATION | |
| | | 28. SPECIAL SERVICES OFFICER | |
| | | 29. UNIT AND REGIMENTAL SUPPLY | |
| | | 30. | |
| | | 31. | |
| | | 32. | |
| | | 33. | |
| I HAVE TURNED IN OR PROPERLY TRANSFERRED ALL CLASSIFIED DOCUMENTS EXCEPT THOSE WHICH PERTAIN TO MY OFFICIAL DUTIES AND FOR WHICH I, AS AN INDIVIDUAL, HAVE BEEN DESIGNATED THE AUTHORIZED CUSTODIAN; I HAVE DISCHARGED ALL PERSONAL DEBTS ADMITTEDLY DUE AND PAYABLE AT THIS TIME IN THIS AREA OR HAVE MADE SATISFACTORY ARRANGEMENTS WITH THE PERSONS OR ORGANIZATIONS CONCERNED FOR THE PAYMENT OF SAME; AND I HAVE FURTHER NOTIFIED OF MY NEXT STATION OR POST OFFICE ADDRESS, ALL OTHER PERSONS WHO ARE KNOWN TO BE PRESENTLY ASSERTING CLAIMS OR DEMANDS AGAINST ME OR WHO HOLD INSTRUMENTS OF INDEBTEDNESS MADE OR INDORSED BY ME. I UNDERSTAND THAT THIS CLEARANCE DOES NOT RELIEVE ME OF ANY PECUNIARY CHARGE FOR GOVERNMENT PROPERTY WHICH HAS BEEN OR MAY BE RAISED ON A REPORT OF SURVEY OR REPORT OF BOARD OF OFFICERS IN LIEU OF REPORT OF SURVEY. | | | |
| REMARKS | | | |
| CONDUCT <u>Etc</u> EFFICIENCY <u>Etc</u> | | | |
| DATE 5 Dec 68 | | SIGNATURE | |
| ADEQUATE QUARTERS WERE FURNISHED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | SIGNATURE OF COMMANDING OFFICER OR DESIGNATED REPRESENTATIVE <i>Thomas W. Linggen</i> | |
| DATES FROM 1 Jan 65 TO 5 Dec 68 | | TYPED NAME, GRADE, ARM AND TITLE THOMAS W. LINGGEN, CPT, Inf, Commanding | |
| ¹ For pending reports of survey or disciplinary matters not referred to Company Commanders, only. | | | |

DA FORM 137
1 MAR 65REPLACES EDITION OF MAY 60, EXISTING SUPPLIES OF WHICH WILL BE
BE ISSUED AND USED UNTIL 1 MAR 66 UNLESS SOONER EXHAUSTED.

★Figure 11-4-1.1

Procedure 11-4-2
IDENTIFICATION TAGS

1. References.

- a.* AR 606-5.
- b.* AR 700-8400-1.

2. Form. DA Form 1049 (Personnel Action).

3. General. One set of identification tags must be in the possession of each member of the Army for wear as prescribed by AR 606-5.

4. Procedure. *a.* The unit supply sergeant will prepare requests for the embossing of ID tags using information furnished by the soldier concerned (fig. 11-4-2.1).


- (1) Prepare request in original and 1 copy.
- (2) Attach blank tags (in envelope) as inclosures, if required.

b. Identification tags may be issued at the unit supply room, at the place of embossing, or may be purchased by the individual at the nearest QM clothing sales store according to local policy.

c. Completed request may be signed by a unit officer, the first sergeant or the supply sergeant.

- (1) Remove 1 copy for file.
- (2) Forward original with inclosure to the Personnel Records Branch of the PSD.

d. Upon receipt of embossed identification tags, have each tag checked by the soldier for errors. If an error is found, request new tags using the above procedure.

| | | | |
|--|---|---|---|
| PERSONNEL ACTION (AR 340-15) | | DATE 1 Dec 61 | |
| FILE REFERENCE | | SUBJECT Embossing of Identification Tags | |
| TO: CG, 99th Inf Div Ft Miller, Utah ATTN: AG-P&D | | FROM: CO, Co B, 1st Bn, 19th Inf | |
| NR | PROCESSING ACTIONS | | |
| 1 | Request the attached blank identification tags be embossed for the following named EM: | | |
| | <u>NAME</u> | <u>SN</u> | <u>BLOOD TYPE</u> <u>RELIGIOUS PREFERENCE</u> |
| | Williams, James B. | RO 9 783 626 | O Methodist |
| | Campbell, Don J. | RA 12 236 259 | A Roman Catholic |
| | Preston, John G. | US 51 232 681 | AB Baptist |
| 1 Incl | Blank Ident Tags (6) | | |
| |  THOMAS W. LINGEN Capt, Inf Commanding | | |

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

DA FORM 1049
1 OCT 55

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

☆ GPO : 1955 O - 364714

Figure 11-4-2.1.

Section VI. GENERAL ADMINISTRATION

Procedure 11-5-1

MORNING REPORT CONTROL AND PREPARATION AND
PERSONNEL DATA CHANGE REPORT

1. Reference. AR 335-60.

★2. Forms.

a. DA Form 1 (Morning Report).

b. DA Form 1-1 (Personnel Data Change Report).

★3. General. a. The morning report is the basic record reflecting the official status of the reporting organization and each person assigned or attached thereto. It is a source of data for entries in the individual personnel records of the persons reported thereon and for official strength and other statistical records, and it is used as legal evidence in military courts-martial proceedings. The morning report (copy number 1) becomes a permanent record of the Department of the Army to provide an authenticated, continuous administrative and historical record of the strength and status of each organization and individual of the Army. The morning report is considered one of the most important basic documents prepared within the Army and the utmost care should be taken to insure prompt and accurate recording of all required entries. The purpose of this procedure is to indicate the typical controls necessary to insure preparation of accurate morning reports. Detailed instructions for preparation of the morning report are contained in AR 335-60.

★b. The Personnel Data Change Report (DA Form 1-1) will be prepared by the PSD in accordance with chapter 5, AR 335-60 for all units which are not provided administrative services under Personnel Management and Accounting—Card Processor System (PERMACAP).

4. Procedure. a. To properly maintain a morning report requires careful attention to the maintenance of a suspense file. The file consists

of 31 manila folders numbered 1 through 31. Each folder represents one day of the month, regardless of whether a month has 30 or 31 days. The file should be located in the desk of the person preparing the morning report so that he has immediate access to it at all times. Only the commanding officer, first sergeant and company clerk should be allowed access to the suspense file. The file will contain documents to be used in preparation of remarks for the morning report, e.g., Special Order, DA Form 31 (Request and Authority for Absence), etc. Do not keep appointments, 3-day passes, or other documents not requiring a morning report remark, in the suspense file. A separate unit suspense file will be maintained for those and similar documents.

★b. An example of the sequence of actions to prepare the morning report of 5 March 1969 follows:

(1) Remove and examine the documents in the suspense file for 5 March 1969.

(2) Arrange the documents in the same order as the remarks will appear on the morning report, e.g., accessions, separations, reassignment gains, etc.

(3) Rescinded.

(4) Obtain the Personnel Register (DA Form 647, "Sign In/Out Register") and determine if personnel actually arrived or departed as they were scheduled. Resolve any discrepancies with the first sergeant immediately.

★c. The morning report is prepared on a four-page set (DA Form 1).

d. After the morning report has been signed by the unit commander, make distribution as follows:

★(1) The number 1, 3 and 4 copies of the DA Form 1 will be hand-carried to the battal-

28 May 1969

ion personnel staff NCO. The PSD/PSC will forward copy number 4 to the servicing financial activity.

(2) The number 2 copy (yellow) will be retained by the unit for file.

e. File the number 2 copy by month. The current month should be kept on the MR clerk's desk, and other morning reports should be filed in accordance with AR 345-215.

Procedure 11-5-2

PERSONAL AFFAIRS ENVELOPE

1. References. Appropriate command directives.

2. Forms. As required by command directives.

3. General. Units which are designated as available for immediate or early deployment will be required to maintain certain personal affairs documents for each individual assignment to the unit. These documents may consist of wills, powers of attorney, requests for movement of dependents or household goods, allotment forms, etc., depending on the location and mission of the unit. The documents are completely prepared except for date and signature of the individual and are ready to be made effective when required. The documents are contained in an envelope designated as the Personal Affairs Envelope and maintained by the unit to which the individual is assigned. The documents contained in the Personal Affairs Envelope will enable the soldier to complete his personal affairs prior to movement of the unit and will minimize the personnel processing time required in the PSD.

★**4. Procedure.** *a. Personal Affairs Envelope.*

(1) The personal affairs envelopes for all personnel of the unit will be filed in alphabetical order in the orderly room area. The files

must be given physical security equal to that normally afforded military personnel records, i.e., access denied to all persons except those specifically charged with responsibilities relating to maintenance of the envelopes.

(2) A team from the PSD will periodically visit the unit for the purpose of preparing new documents required as a result of changes in a soldier's personal status.

(3) If a soldier desires to make a change on a document maintained in his Personal Affairs Envelope—

(a) Determine from the soldier what document he wants to change and his reason for changing the document.

(b) Telephone the battalion personnel staff NCO and inform him of the soldier's request.

(c) The personnel staff NCO will determine if the change requires the soldier to report to the PSD or if the change can be accomplished during the team visit ((2) above).

(4) When soldier is required to report to the PSD to accomplish a new document for his Personal Affairs Envelope, give him the envelope to take with him.

(5) Upon completion of any changes the envelope will be returned to the unit for file.

★*b. Rescinded.*

Procedure 11-5-3
REQUEST FOR INFORMATION

★1. **Reference.** AR 600-16

2. **Forms.** Requests for Information (see app 7-I for suggested format).

★3. **General.** There will be numerous occasions on which soldiers will require information from their military personnel records maintained at the PSD. Normally, the required information will be obtained by written inquiry to the PSD. Telephone requests to the PSD for this type of information will be restricted to emergency requests where the information must be obtained the same day. Each such emergency call to the PSD will require the approval of either the unit first sergeant, the battalion personnel staff NCO, or the unit commander (chap. 7).

4. **Procedure.** a. A supply of the "Request for

Information" form letters should be available at the orderly room for use in obtaining routine information from the PSD.

b. Upon receipt of a complaint or inquiry from a soldier, the first sergeant or company clerk will determine the following:

(1) If the information is available within the unit.

(2) If not, is the information available by telephone?

(3) If not, can the information be obtained through use of an inquiry form letter?

★c. When it has been determined by the first sergeant or company clerk that a Request for Information should be prepared, the company clerk will—

(1) Prepare the request in 1 copy and have the soldier and first sergeant sign it.

(2) Forward the request direct to the appropriate composite team in the PSD.

Procedure 11-5-4

REQUEST FOR SPECIAL ORDERS

1. **Reference.** AR 310-10.

2. **Form.** DA Form 2446-R (Request for Orders).

3. **General.** *a.* Special orders for the division are published at the PSD. The issuance of other routine orders will be in accordance with AR 310-10 and Procedure 11-5-5.

b. The majority of special orders affecting personnel of the units will be issued automatically as personnel actions are approved. Special orders may be requested from the battalion headquarters when required by a unit. The battalion personnel staff NCO accumulates all requests for special orders and forwards them daily to the PSD. The PSD has an established schedule indicating the time of day that a request must be received in order to appear on that day's special orders.

4. **Procedure.** *a.* Determine that a special order is actually required to effect the action desired.

(1) Refer to AR 310-10 for an explanation of the usage and content of special orders.

(2) Telephone the battalion personnel staff NCO if there is any doubt concerning the proper type of order required.

b. Prepare the request for the unit commander's signature in an original and 2 copies (fig. 11-5-4.1).

(1) Data concerning the lead lines is obtained from AR 310-10 and varies according to the type of order being requested.

(2) Data to complete the responses is obtained from the individual requesting the order. This normally will be either the unit commander or the first sergeant.

(3) The title of the order, transaction code, and elements of the standard name line are defined in AR 310-10.

c. Upon completion of the request by the unit commander—

(1) Remove 1 copy of the correspondence for the unit suspense file (3-day).

(2) Forward the original and 1 copy to the battalion headquarters.

28 May 1969

| REQUEST FOR ORDERS (AR 310-10) | | DATE OF REQUEST 6 January 1969 |
|--|---|--|
| TO | CO, 1st Bn, 19th Inf, Ft Miller, Utah | FROM: CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah |
| | CG, 99th Inf Div, Ft Miller, Utah ATTN: AG-PSD | |
| PART I | | |
| NAME OF FORMAT Duty Appointment | | TC NUMBER 350 |
| PART II | | |
| STANDARD NAME LINE (SNL) LINGEN, THOMAS W., 01923049, CPT, INF, Co B, 1st Bn, 19th Inf, Ft Miller, Utah | | |
| PART III - USE SELECTED FORMAT AS MODEL | | |
| LEAD LINE (LL) | VARIABLE RESPONSES | |
| Apt to: Eff date: Pd: Purpose: Auth: Sp Instr: | Class A Agent 15 Jan 69 Indefinite Cash payment of troops of organization to which assigned AR 37-103 Report to Post Finance and Accounting Office, Room 248, Bldg T40, NLT 14 Jan 69 for briefing on duties of agent officer. | |
| REQUESTER'S NAME (Typed or Printed) SAMUEL R. JONES, CPT INF, Commanding | | SIGNATURE <i>Samuel R. Jones</i> |

DA FORM 2446-R
1 JAN 62

REPLACES DA FORM 2446-R, 1 SEP 61, WHICH IS OBSOLETE.

GPO : 1963 O - 692-330

★Figure 11-5-4.1

Procedure 11-5-5

UNIT ORDERS

1. **Reference.** AR 310-10.

2. **Forms.** None.

★3. **General.** *a.* Unit orders are the only type of routine orders issued by the company. In companies assigned to a division or separate brigade, unit orders are issued for five purposes:

(1) Assumption of command.

★(2) Appointments to temporary E-4 and permanent E-3. (See footnote 1.)

★(3) Reduction from E-3 to E-2. (See footnote 1.)

★(4) Assignment of additional duties within the company.

★(5) Authorization to ration separately (if authorized by local command policy) (see footnote 2).

b. Assignment to, or changes of, principal duty will be announced in special orders.

4. **Procedure.** *a.* Unit orders are numbered in chronological sequence by calendar year. The first order issued in any calendar year will bear a notation above the heading of the first page showing the number of the last order issued the preceding year.

b. No more than one unit order may be is-

Footnote No. 1. Issued on division special orders in units under the PERMACAP system (See Procedures 11-1-6 and 11-1-7).

Footnote No. 2. Issued on division special orders in units under the PERMACAP system and the Centralized Automated Military Pay System.

sued on any one day except in the case of assumption of command. In this case a separate unit order will be issued.

c. Each action is announced in a separate paragraph. Paragraphs are numbered only if there are two or more.

d. Orders may be typed or reproduced mechanically (such as mimeograph) on 8- x 10½-inch paper. Typed orders will be printed on one side only. Others may be duplicated on both sides.

e. Unit orders will be authenticated only by the unit commander. If they are typed, all copies must be signed.

★*f.* Preparation, files and distribution.

★(1) Unit orders will be prepared as prescribed in AR 310-10. A sample unit order is shown in figure 11-5-5.1. Formats for additional paragraphs are found in appendix I, AR 310-10.

(2) A record and a reference file will be maintained by the company. When orders are typed, the original will be placed in the record file.

(3) Copies of orders will be furnished to each affected individual, to the PSD, and to the next higher headquarters, as required by local directives. In addition, appointment and reduction orders will be distributed as required by Procedures 11-1-6 and 11-1-7, where appropriate.

g. Unit orders will be corrected by the use of amendatory paragraphs. The use of corrected copies is not authorized.

28 May 1969

Unit Order 52 is the last of the series for 1968

CO B, 1ST BN, 19TH INF
Fort Miller, UtahUNIT ORDERS
NUMBER 1

3 January 1969

1. TC 310. UP par (*) AR 600-200 fol indiv APPOINTED ** (with their consent) ** (without their consent) to TEMP GR indic.

TO BE SPECIALIST FOUR

MOS

UNDERWOOD, RALPH T., RA 31228175, PFC

71B20

2. TC 350. Following indiv APPOINTED:

BROWN, JOSEPH R., RA 19300193, MSGT

Apt to: Member of Unit Fund Council

Eff Date: 3 Jan 69

Pd: Indefinite

Purpose: NA

Auth: Par 6, AR 230-10

Sp Instr: None

3. TC 370. Fol orders amended:

SMO: Par 1, Unit Orders 50, this hq, 12 Dec 68

Pert to: UNDERWOOD, RALPH T., RA 31228175, SP4

As reads: RA 31228177

IATR: RA 31228175

THOMAS W. LINGEN
CPT, Inf
Commanding* Enter appropriate paragraph and subparagraph from AR 600-200
** Use for lateral appointment only - LL DOR: must also be shown.

★Figure 11-5-5.1

[AGRZ]

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,
*Major General, United States Army,
The Adjutant General.*

EARLE G. WHEELER,
*General, United States Army,
Chief of Staff.*

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*AR 600-17

ARMY REGULATION

No. 600-17

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 5 May 1964

PERSONNEL (GENERAL)

THE DIVISION PERSONNEL SUPPORT SYSTEM
ORGANIZATION AND PROCEDURES

| | Paragraph | Page |
|--|-----------|-------|
| PART ONE. ORGANIZATION | | |
| CHAPTER 1. GENERAL | | |
| Purpose | 1-1 | 1-1 |
| Definitions | 1-2 | 1-1 |
| Responsibilities of staff officers and commanders | 1-3 | 1-1 |
| Application to separate brigades | 1-4 | 1-2 |
| Forms | 1-5 | 1-2 |
| 2. RESPONSIBILITIES AND FUNCTIONS AT DIVISION LEVEL | | |
| Responsibilities | 2-1 | 2-1 |
| Organization | 2-2 | 2-1 |
| Functions of Personnel Service Division | 2-3 | 2-1 |
| APPENDIX 2-I. ORGANIZATION CHART—PERSONNEL SERVICE DIVISION | | A2-1 |
| 2-II. COMPOSITE TEAM ORGANIZATION (DIVISION) | | A2-2 |
| 2-III. PERSONNEL SERVICE DIVISION ORGANIZATION CHART | | A2-3 |
| CHAPTER 3. RESPONSIBILITIES AND FUNCTIONS AT BRIGADE LEVEL | | |
| General | 3-1 | 3-1 |
| The brigade commander | 3-2 | 3-1 |
| The brigade S1 | 3-3 | 3-1 |
| Responsibilities of the brigade personnel staff noncommissioned officer | 3-4 | 3-1 |
| 4. RESPONSIBILITIES AND FUNCTIONS AT BATTALION LEVEL | | |
| General | 4-1 | 4-1 |
| The battalion commander | 4-2 | 4-1 |
| The battalion S1 | 4-3 | 4-2 |
| The battalion personnel staff noncommissioned officer | 4-4 | 4-2 |
| 5. RESPONSIBILITIES AND FUNCTIONS AT COMPANY LEVEL | | |
| General | 5-1 | 5-1 |
| Authorized telephone communication with Personnel Service Division | 5-2 | 5-1 |
| The company commander | 5-3 | 5-1 |
| The company clerk | 5-4 | 5-2 |
| 6. REPORTS AND SPECIAL ACTIONS PROVIDED BY THE PERSONNEL SERVICE DIVISION | | |
| General | 6-1 | 6-1 |
| Data processing capabilities | 6-2 | 6-1 |
| Recurring reports (punched card) | 6-3 | 6-2 |
| Special reports (punched card) | 6-4 | 6-3 |
| Recurring reports (manual) | 6-5 | 6-3 |
| Special reports (manual) | 6-6 | 6-5 |
| Teams | 6-7 | 6-5 |
| APPENDIX 6-I. PUNCH CARD MACHINE WORK REQUEST (DA FORM 2749-R) | | A6-1 |
| 6-II. PERSONNEL INFORMATION ROSTER | | A6-3 |
| 6-III. PERSONNEL INVENTORY REPORT | | A6-4 |
| 6-IV. PERSONNEL QUALIFICATIONS ROSTER | | A6-8 |
| 6-V. PERSONNEL SUSPENSE ROSTER | | A6-9 |
| 6-VI. TYPICAL SECOND ECHELON SUPPORT TEAM DESIGNED TO SUPPORT A DETACHED BATTALION | | A6-11 |
| CHAPTER 7. CONTROL OF VISITS TO THE PERSONNEL SERVICE DIVISION | | |
| General | 7-1 | 7-1 |
| Use of inquiry form letter | 7-2 | 7-1 |
| Scheduling appointments | 7-3 | 7-1 |

* This regulation supersedes AR 600-17, 17 November 1961, including C 1, 17 October 1962.

| | Paragraph | Page |
|---|-----------|-------|
| APPENDIX 7-I. SAMPLE INQUIRY FORM LETTER..... | ---- | A7-1 |
| 7-II. APPOINTMENT FORM..... | ---- | A7-2 |
| CHAPTER 8. DOCUMENT ROUTING | | |
| General..... | 8-1 | 8-1 |
| Document routing channels..... | 8-2 | 8-1 |
| APPENDIX 8-I. DOCUMENT ROUTING CHANNELS..... | ---- | A8-1 |
| PART TWO. PROCEDURES | | |
| CHAPTER 9. PROCEDURES AT BRIGADE LEVEL | | |
| Section I. General | | |
| General..... | 9-1 | 9-1 |
| Actions initiated at brigade level..... | 9-2 | 9-1 |
| Exceptions..... | 9-3 | 9-1 |
| II. Personnel Management Procedures | | |
| Procedure 9-1-1. AUS and USAR Promotion to First Lieutenant and Chief Warrant Officer (W2)..... | ---- | 9-2 |
| 9-1-2. Strength Reports..... | ---- | 9-4 |
| Section III. Personnel Actions and Personal Affairs Procedures | | |
| Procedure 9-2-1. Officer Efficiency Reports..... | ---- | 9-8 |
| 9-2-2. Report for Suspension of Favorable Personnel Action..... | ---- | 9-9 |
| Section IV. General Administration | | |
| Procedure 9-5-1. Request for Special Orders..... | ---- | 9-10 |
| CHAPTER 10. PROCEDURES AT BATTALION LEVEL | | |
| Section I. General | | |
| General..... | 10-1 | 10-1 |
| Exceptions..... | 10-2 | 10-1 |
| Separate battalions..... | 10-3 | 10-1 |
| II. Personnel Management | | |
| Procedure 10-1-1. Enlisted Appointments..... | ---- | 10-2 |
| 10-1-2. Quarterly Sample Survey of Military Personnel..... | ---- | 10-4 |
| 10-1-3. Reclassification..... | ---- | 10-6 |
| 10-1-4. Request for Reassignment..... | ---- | 10-7 |
| 10-1-5. Strength Reports..... | ---- | 10-9 |
| 10-1-6. Commander's Evaluation Report..... | ---- | 10-11 |
| Section III. Personnel Actions and Personal Affairs Procedures | | |
| Procedure 10-2-1. Leave..... | ---- | 10-13 |
| 10-2-2. Officer Efficiency Reports..... | ---- | 10-14 |
| 10-2-3. Officer Periods of Service on Active Duty..... | ---- | 10-16 |
| 10-2-4. Recommendation for Discharge—Unfitness..... | ---- | 10-17 |
| 10-2-5. Recommendation for Discharge—Unsuitability..... | ---- | 10-18 |
| 10-2-6. Report for Suspension of Favorable Personnel Actions..... | ---- | 10-20 |
| 10-2-7. Mortgage Insurance—Issuance of Certificates of Eligibility and Termination of Certificates..... | ---- | 10-21 |
| Section IV. General Administration | | |
| Procedure 10-5-1. Routine Orders..... | ---- | 10-23 |
| CHAPTER 11. PROCEDURES AT COMPANY LEVEL | | |
| Section I. General | | |
| General..... | 11-1 | 11-1 |
| Exceptions..... | 11-2 | 11-1 |
| Separate companies..... | 11-3 | 11-1 |
| II. Personnel Management Procedures | | |
| Procedure 11-1-1. Application for Airborne Training..... | ---- | 11-2 |
| 11-1-2. Assignment to Special Forces Organizations..... | ---- | 11-5 |
| 11-1-3. Classification and Reclassification in MOS..... | ---- | 11-11 |
| 11-1-4. Commander's Evaluation Report..... | ---- | 11-14 |
| 11-1-5. Compassionate Reassignment..... | ---- | 11-17 |
| 11-1-6. Enlisted Appointments Not Chargeable to Quotas..... | ---- | 11-22 |
| 11-1-7. Enlisted Appointments Requiring Quotas..... | ---- | 11-26 |
| 11-1-8. Enlisted Evaluation System..... | ---- | 11-29 |
| 11-1-9. Exchange Assignments..... | ---- | 11-31 |
| 11-1-10. Intradivisional Reassignment..... | ---- | 11-35 |
| 11-1-11. Permissive Reassignment..... | ---- | 11-38 |
| 11-1-12. Retesting With Army Classification Battery..... | ---- | 11-41 |
| 11-1-13. Service Schools..... | ---- | 11-43 |
| 11-1-14. Special Assignments..... | ---- | 11-45 |
| 11-1-15. Temporary Deferment From Foreign Service..... | ---- | 11-46 |

| | Paragraph | Page |
|---|-----------|--------|
| 11-1-16. Verification and Use of Personnel Information Roster..... | ---- | 11-50 |
| 11-1-17. Volunteer for Foreign Service..... | ---- | 11-53 |
| Section III. Personnel Actions and Personal Affairs | | |
| Procedure 11-2-1. Early Separation To Accept Employment of a Seasonal Nature..... | ---- | 11-55 |
| 11-2-2. Early Separation To Attend School..... | ---- | 11-59 |
| 11-2-3. Extension of Current Period of Active Duty or Enlistment..... | ---- | 11-65 |
| 11-2-4. Leave and Pass..... | ---- | 11-67 |
| 11-2-5. Medical Examinations..... | ---- | 11-75 |
| 11-2-6. Military Identification Card..... | ---- | 11-82 |
| 11-2-7. Officer Candidate School..... | ---- | 11-84 |
| 11-2-8. Recommendation for Discharge—Unfitness..... | ---- | 11-91 |
| 11-2-9. Recommendation for Discharge—Unsuitability..... | ---- | 11-98 |
| 11-2-10. Separation for Dependency or Hardship..... | ---- | 11-103 |
| 11-2-11. Suspension of Favorable Personnel Actions..... | ---- | 11-113 |
| 11-2-12. Uniformed Services Identification and Privilege Card..... | ---- | 11-121 |
| 11-2-13. AWOL and Desertion..... | ---- | 11-124 |
| 11-2-14. Bars to Enlistment or Reenlistment..... | ---- | 11-126 |
| 11-2-15. Changes to Records of Name or Birth Data..... | ---- | 11-129 |
| Section IV. Military Pay | | |
| Procedure 11-3-1. Allotments of Pay..... | ---- | 11-131 |
| 11-3-2. Partial Payment—Advance Payment..... | ---- | 11-138 |
| 11-3-3. Separate Rations..... | ---- | 11-144 |
| 11-3-4. Soldiers' Deposits..... | ---- | 11-147 |
| 11-3-5. Indebtedness to the Government..... | ---- | 11-157 |
| Section V. Records | | |
| Procedure 11-4-1. Enlisted Conduct and Efficiency Ratings..... | ---- | 11-159 |
| 11-4-2. Identification Tags..... | ---- | 11-161 |
| 11-4-3. Personnel Data Card..... | ---- | 11-163 |
| Section VI. General Administration | | |
| Procedure 11-5-1. Morning Report Control and Preparation..... | ---- | 11-170 |
| 11-5-2. Personal Affairs Envelope..... | ---- | 11-174 |
| 11-5-3. Request for Information..... | ---- | 11-175 |
| 11-5-4. Requests for Special Orders..... | ---- | 11-176 |
| 11-5-5. Unit Orders..... | ---- | 11-178 |

PART ONE. ORGANIZATION

CHAPTER 1

GENERAL

1-1. Purpose. *a.* The concept of centralization of personnel records maintenance at division level is explained in FM 12-11. The internal operation of the Personnel Service Division is explained in AR 600-16. This regulation provides an operating guide for company clerks and personnel staff non-commissioned officers, and a useful reference and guide for commanders, staff officers, and personnel of the Personnel Service Division. The purpose of this regulation is to—

- (1) Establish procedures for the implementation and continued operation of the centralized administration concept.
- (2) Facilitate standardization of division administrative procedures throughout the Army.
- (3) Simplify the training requirements for administrative personnel throughout the division.
- (4) Establish the responsibilities and functions of commanders, staff officers, and supervisory personnel in the field of personnel administration and personnel management.

b. This regulation sets forth procedures for actions that are general throughout the Army. These procedures may be modified to conform with local requirements, but modifications will be held to a minimum in order to obtain maximum benefits from standardization.

c. Commanders, supervisory and operating personnel at all levels of command are encouraged to establish procedures for those actions not covered in this regulation. Procedures will be standardized at the highest level possible to provide for uniformity within a division or major command.

d. The Division Personnel Support System is designed to provide accurate and efficient personnel services for commanders, their staffs, and the individual soldier. It is organized on four levels of command—

- (1) Division headquarters.

- (2) The brigade. Whenever this term is used it also applies to division artillery and support command.
- (3) The battalion. Whenever this term is used it also applies to a squadron.
- (4) The company. Whenever this term is used it also applies to a battery or troop.

1-2. Definitions. The following definitions apply to the organizational elements and personnel described in this regulation:

a. Personnel staff NCO. To assist the commanders at brigade and battalion headquarters a personnel staff noncommissioned officer is assigned to the headquarters. His major functions are to serve as advisor to the commander and the staff on personnel matters and as liaison between the company, battalion or brigade, and the Personnel Service Division. His specific responsibilities and functions are listed in the chapters on the brigade and battalion (ch. 3 and ch. 4).

b. Functional team. An organizational subdivision of each branch or unit of the Personnel Service Division except the Administrative Machine Branch.

c. Composite team. A group of functional teams consisting of one from each branch or unit of the Personnel Service Division, except the Administrative Machine Branch.

d. Second echelon support team. An equitable subdivision of a composite team, predesignated for attachment to specific divisional units detached from the division for over 30 days, for the purpose of providing complete second echelon personnel support.

e. Special purpose teams. A group of noncommissioned officers and personnel specialists, representing one or more composite teams, designed to provide specialized personnel service involving inprocessing-outprocessing, military pay, or personal affairs.

1-3. Responsibilities of staff officers and commanders. *a.* Personnel responsibilities and func-

tions of commanders and S1's are set forth in subsequent chapters. There are no major changes in the responsibilities and functions of other staff officers in the field of personnel management and administration. However, there should be close coordination between staff officers and their S1's on all personnel matters to insure the most profitable and efficient use of the personnel facilities at each level of command.

b. Commanders and staff officers will reevaluate all reports and statistics currently required to determine whether the information required is essential to the operation of the unit or staff section. "Nice-to-know" information will be evaluated to determine if the convenience of the information outweighs the administrative effort required to collect the data.

c. It is the responsibility of each commander and staff officer to insure that his requirements for reports and statistics are directed to the proper organization. A summary of the reports and statistics furnished by or available from the Personnel Service Division is listed in chapter 6. The following sequence will be followed in determining the source of a report:

- (1) Check the reports being furnished by the Personnel Service Division to determine whether the information required is now being furnished. If so, the requestor will revise his report to conform with existing reports or extract the information from existing reports to complete his report (pars. 6-3 and 6-5).
- (2) If not presently furnished, is the informa-

tion immediately available at the Personnel Service Division on punched cards? (par. 6-2.) If it is, the request will go to the Personnel Service Division (par. 6-4).

- (3) If not available on punched cards, and the information needed comes from the personnel records or other documents maintained at the Personnel Service Division, the request will go to the Personnel Service Division (par. 6-6).
- (4) If the information required cannot be obtained from the personnel records or other documents maintained at the Personnel Service Division, only then will the request for information be made to subordinate units.
- (5) Some reports require information which will be furnished partly by the Personnel Service Division and partly by the subordinate units. In this case, a request for information will go to both organizations and the information submitted will be consolidated by the requestor.

1-4. Application to separate brigades. Separate brigades will operate a modified form of the PSD; however, the procedures provided in this regulation apply equally to the personnel support system of separate brigades. For information relative to separate brigade PSD operation, see AR 600-16.

1-5. Forms. Forms referenced in this regulation, with the exception of DA Form 2446-R and DA Form 2749-R, will be obtained through normal AG publications supply channels.

CHAPTER 2

RESPONSIBILITIES AND FUNCTIONS AT DIVISION LEVEL

2-1. Responsibilities. The basic responsibilities for personnel administration at the division level are set forth in FM 12-11, which also sets forth the organization of the adjutant general's section and the other administrative staff agencies.

2-2. Organization. *a.* Appendix 2-I shows the organizational structure and division of functions in the Personnel Service Division of the adjutant general's section, which is the primary agency for personnel administration at division level.

b. Appendix 2-III shows a further breakdown of the organization of the Personnel Service Division into functional teams.

c. Appendix 2-II explains how the branches of the Personnel Service Division are organized into composite teams designed to maintain a degree of unit integrity in personnel administration and to facilitate service to units. Some of the advantages of composite teams are as follows:

- (1) The noncommissioned officer or senior specialist in each functional team provides a specialized personnel service to a fixed number of divisional units. This permits him to develop a close working relationship with a limited number of subordinates and personnel staff noncommissioned officers in battalions or brigades. For example, a pay team leader in a composite team serving 3 infantry battalions provides supervision for 6 pay specialists, and deals with only 3 personnel staff noncommissioned officers on military pay matters. Thus quick reaction time is provided, as the personnel staff noncommissioned officer shares the time and attention of the pay team leader with only 2 other personnel staff noncommissioned officers instead of 26.
- (2) Clarifies the point of contact for personnel staff noncommissioned officers. A personnel staff noncommissioned officer in a battalion or brigade should experience no difficulty in understanding the organiza-

tion of the Personnel Service Division or his precise contact on any matter, because almost all his personnel support is represented in one composite team. There are two types of exceptions:

- (a) The Office Services Unit is responsible for the publication and distribution of orders, therefore, a personnel staff noncommissioned officer will deal directly with that unit on such matters.
- (b) A personnel staff noncommissioned officer will deal with a functional team member in a composite team on routine matters involving Reports, Processing or Control, but contact the Reports, Processing or Control team leader on unusual matters. For example, a personnel staff noncommissioned officer should contact a reports clerk in the composite team on questions about an existing report; he should contact the Reports Team Leader to request new reports or changes in report format.

d. The division G1 has the overall staff responsibility for all personnel matters in the division. The division adjutant general has special staff responsibility for personnel matters in the division. The adjutant general's section is composed of five organizational elements.

- (1) The Personnel Service Division.
- (2) The Administrative Services Division.
- (3) The Postal Division.
- (4) The Special Services Division.
- (5) The Replacement Detachment.

The personnel of these elements are assigned to the division administration company. See FM 12-11 for a detailed description of the organization and operation of the adjutant general section.

2-3. Functions of Personnel Service Division.

a. Personnel records for all assigned and attached personnel are centralized at the division headquarters under the supervision of the division adjutant general. The specific responsibility is delegated to the Personnel Service Division. All

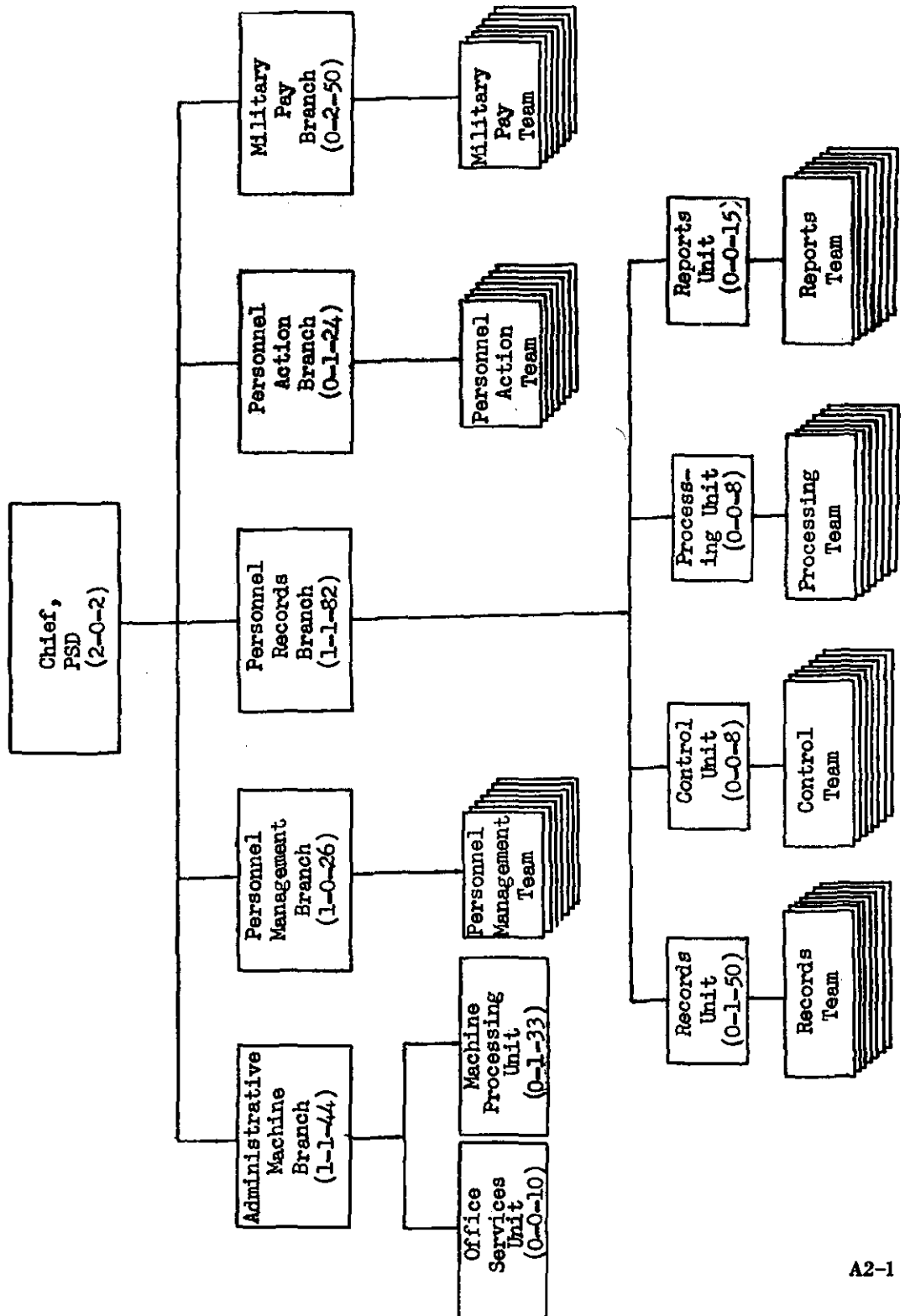
personnel management, personnel records maintenance, military pay, personal affairs, and personnel actions will be handled by the Personnel Service Division. Accordingly the Personnel Service Division assumes the authorities and responsibilities, often referred to as second echelon personnel support, enumerated in AR 600-8. First echelon personnel support represents those actions performed at unit level; second echelon personnel support those actions performed by the custodian of personnel records; and third echelon personnel support those actions performed by division adjutants general. The Personnel Service Division performs a central role in the personnel support system by consolidating the second and third echelon personnel support in one office. The Personnel Service Division, in addition to being an executive activity for the division commander in the area of personnel administration, also performs certain services for brigade, battalion and company commanders. Among these are the following:

- (1) Provides a source of technical advice on personnel administration and personnel management.

- (2) Furnishes statistical data on current and projected strength.
- (3) Furnishes other reports on individuals designed to aid commanders in making personnel management decisions.
- (4) Assigns and reassigns personnel to meet commanders' requirements.
- (5) Receives commanders' recommendations and decisions on personnel matters and takes action to implement them.
- (6) Acts as custodian of individual personnel records and provides commanders with information therefrom, as required.

b. The Personnel Service Division uses punched card machines to accomplish many of the tasks and services it provides. The Personnel Service Division also has the ability to provide these services manually, but at a reduced level. Reports and information which can be provided by both manual and punched card machine operations are listed in chapter 6. Detailed organization, responsibilities, functions, and operating procedures pertinent to the Personnel Service Division are set forth in AR 600-16 and FM 12-11. AR 600-16 has limited distribution below division headquarters.

APPENDIX 2-I
ORGANIZATION CHART
PERSONNEL SERVICE DIVISION
(5-5-228)



APPENDIX 2-II **COMPOSITE TEAM ORGANIZATION** **(DIVISION)**

| | PERSONNEL RECORDS BRANCH | | | | | | | | | | Personnel Management Branch | | Personnel Action Branch | |
|-----------------------|--------------------------|----|--------------|---|--------------|---|--------------|---|-----------------|---|-----------------------------|---|-------------------------|-----|
| | Military Pay Branch | | Branch Chief | | Records Unit | | Control Unit | | Processing Unit | | Reports Unit | | Supv Pers Sp | |
| Overall Supv Officers | 2 | | 1 | 1 | 1 | | | | | | | 1 | 1 | |
| NCO | 1 | | 1 | 1 | 1 | | 1 | | 1 | | 1 | 1 | 1 | |
| Gen Support. | | | | | | | | | | | | 1 | 1 | |
| TEAM NR 1 | 1 | 6 | | | 1 | 6 | | 1 | 1 | | 2 | | | * 3 |
| 2 | 1 | 6 | | | 1 | 6 | | 1 | 1 | | 2 | | | 3 |
| 3 | 1 | 6 | | | 1 | 6 | | 1 | 1 | | 2 | | | 3 |
| 4 | 1 | 6 | | | 1 | 6 | | 1 | 1 | | 2 | | | 3 |
| 5 | 1 | 6 | | | 1 | 6 | | 1 | 1 | | 2 | | | 3 |
| 6 | 1 | 6 | | | 1 | 6 | | 1 | 1 | | 2 | | | 3 |
| 7 | 1 | 6 | | | 1 | 6 | | 1 | 1 | | 2 | | | 3 |
| Sub-Total | 10 | 42 | 2 | 9 | 42 | 1 | 7 | 1 | 7 | 1 | 14 | 2 | 2 | 23 |
| Total | 52 | | | | 84 | | | | | | 27 | | | 25 |

✓ Two (2) Personnel Management Specialists and two (2) Clerk Typists.

✱ Two Clerk Typists.

* Senior Personnel Management/Action Specialist serves as the working supervisor of Personnel Management/Action in Team Number 1 as well as in each other composite team.

PERSONNEL SERVICE DIVISION ORGANIZATION CHART

PERSONNEL SERVICE DIVISION
FUNCTIONSOFFICE
OF
THE PERSONNEL OFFICER

PERSONNEL ACTION BRANCH

Performs all matters pertaining to administration of personnel actions, including: leave from active duty, discharges, reenlistment, extension of enlistments, for leave (excuse), emergency and non-CONUS), transfers and details of officers, extension of foreign service tours, service awards and decorations, issuance of military medals and citations, security clearance identification cards, security clearance identification of initial appointments of new appointments, extension or decline of duty for reserve officers, emergency duty return of dependents to the United States, overseas commands, dependent medical care, schooling, dependent travel, and other matters pertaining to dependents.

Performs preparation and submission of efficiency reports of officers on extended duty, officers on active duty for training, officers, and Regular Army enlisted personnel, Reserve Officer Appointment or Reappointment, and officer photographs.

Performs control of personnel actions in all investigative cases. Processes all matters pertaining to marriage, legitimation or children, and civil-legal proceedings.

Performs in obtaining travel clearances, passports

Performs the life insurance and soldier

Performs all other matters of personnel not specifically assigned to the Personnel Service Division.

RECORDS BRANCH

Records Unit

Prepares and maintains individual personnel records to include officer and enlisted qualification records, service records and personnel records jackets.

Reports Unit

Prepares, verifies and submits rosters and reports required in the Army personnel system except those specifically assigned to another branch of the Personnel Service Division.

Develops, maintains and furnishes strength and statistical information as required.

Control Unit

Maintains suspense files on actions pertaining to individuals from information contained in personnel records and not otherwise available to the other branches of the Personnel Service Division. Advises the other branches of these actions and due dates.

Processing Unit

Initiates and controls processing of outgoing personnel including installation clearances and transmission of personnel records. Participates in the processing of personnel personnel.

MILITARY PAY BRANCH

Maintains financial data records folders, payroll files, tax withholding records and leave records.

Prepares military pay voucher and payroll files, prepares and distributes Withholding Tax Statements (W-2), savings data reports, accrued leave reports and notices of pay change.

Processes charge sales slips, separate ration authorizations, debt liquidation schedules, statements of charges, reports of survey, court-martial fines and forfeitures including Article 15 actions affecting pay, allotments, soldiers' deposits, applications for basic allowances for quarters, requests for special pay actions, pay discrepancies, statements of service, clothing maintenance allowances, and all other matters affecting the pay or allowances of individuals.

Documents individual entitlements to the various items of pay and allowances.

Answers queries from individuals and commanders on all matters pertaining to military pay.

ADMINISTRATIVE MACHINE BRANCH

Office Services Unit

Responsible for internal administration of the Personnel Service Division, including:

Preparation of orders.

Preparation of extracts and true copies of personnel records.

Preparation of identification tags (military and civilian).

Distribution and messenger services.

Administrative files, administrative suspense files and records administration.

Classified document control.

Forms control.

Procurement and distribution of office supplies, publications and blank forms.

Maintenance of office furniture and machines.

All other functions essential to the administrative support of the Personnel Service Division.

Machine Processing Unit

Performs punched card machine and automatic typewriter operations to provide administrative support for the Personnel Service Division.

Conducts systems studies for punched card applications.

CHAPTER 5

RESPONSIBILITIES AND FUNCTIONS AT COMPANY LEVEL

5-1. General. This chapter summarizes the responsibilities and functions for personnel administration at company level and sets forth the changes in channels of communications and the means of obtaining information necessitated by the maintenance of personnel records at division level. The company is the lowest administrative headquarters in the chain of command. It is the level having the most direct contact with the soldier. It is the initial point of contact for a soldier with a problem or a request for some type of personnel action. All personnel actions initiated by the soldier are channeled through his company orderly room. Thus it can be seen that the company is one of the most important links in the chain. If an action is not initiated correctly and expeditiously at company level, it cannot be acted upon promptly and efficiently at other administrative levels. Detailed responsibilities and functions of the company commander and the company clerk are listed in paragraphs 5-3 and 5-4. No specific delineation of the responsibilities and functions of the first sergeant has been made in this chapter since, in general, there is no change from his present responsibilities and functions. His responsibilities in regard to the control of visits to the Personnel Service Division are listed in chapter 7.

5-2. Authorized telephone communication with Personnel Service Division. In order to facilitate prompt, efficient service from the Personnel Service Division and to insure the proper utilization of the personnel staff noncommissioned officer as a technical advisor, restrictions should be imposed to preclude the companies from making telephone calls to the Personnel Service Division. In addition to the procedures established to control visits to the Personnel Service Division as outlined in chapter 7, the following restrictions should be imposed:

a. The company may telephone direct to the records clerk or pay specialist of the composite team serving the unit at the Personnel Service Division in individual cases for the following types of information required to complete a personnel action:

- (1) Data available from a soldier's personnel records (Field 201 file, Service Record, Enlisted Qualification Record, or Financial Data Records Folder).
- (2) Record of previous convictions or other extracts from personnel records.

b. Requests for all other types of information will be channeled through the next higher headquarters. Examples of these requests are as follows:

- (1) Information on status of actions.
- (2) Information on procedures.
- (3) Information of future or scheduled actions.
- (4) Information on items requiring advice, personal judgment or influence.
- (5) Information on specified categories or groups of personnel (lists of Military Occupational Specialties, Expiration Term of Service Rosters, etc.).

5-3. The company commander. *a. General.* The company commander remains as the primary manager of his personnel. His primary assistants are his executive officer, first sergeant, and company clerk. The latter is the key point of contact for soldiers of the unit on simple and routine personnel and administrative matters where direct contact with the first sergeant or an officer is not required.

b. Responsibilities. The company commander—

- (1) Is responsible for the proper utilization of soldiers based on their enlisted military occupational specialties, training experience, desires, and the needs of the unit. He is aided in this area by the advice, assistance, and cooperation of the brigade or battalion personnel staff noncommissioned officer and the Personnel Service Division. All assignments, reassignments, and changes of duty position should be fully coordinated to insure that they are in the best interest of the Army, the unit, and the soldier. All changes in status of the soldier must immediately be brought to the attention of the Personnel Service Division; especially those items which affect the soldier's performance of duty,

such as change of medical fitness profile, changes in duty assignment, or changes in the security requirements of his duty position.

- (2) Is responsible for the initiation of reclassification action when he determines a soldier is inefficient, is better qualified in a higher military occupational specialty, or is physically incapable of performing duty in his primary military occupational specialty.
- (3) Authenticates the unit morning report, orders and other documents, and takes action on and forwards personnel actions in accordance with Army regulations and the Documents Routing Channels Chart.
- (4) Is an appointment and reduction authority as authorized in AR 624-200 and as modified by local directives.

5-4. The company clerk. *a. General.* In most cases, the company clerk is the initial link in the chain of personnel actions. He should be a mentally mature individual with a desire to assist the soldier with his problems. He has many responsibilities and functions and, depending on his attitude and efficiency, can be a great asset or liability to the Army personnel system.

b. Duties and responsibilities. The company clerk—

- (1) Prepares the unit morning report, using information available within the unit or received from higher headquarters. Information will be obtained from such items as special orders, unit orders, individual sick slips, hospital admission and disposition reports, leave requests, sign in-out registers, etc. He should maintain a 31-day suspense file to insure that entries are made on the correct date.
- (2) Maintains a Personnel Data Card (DA Form 2475) for each soldier in his unit. This card is initiated by the company clerk using the copy of the soldier's Enlisted Qualification Record furnished by the Personnel Service Division. This card will serve as a morning report card and a locator card, and if properly maintained will provide general information on the soldier without the necessity of reference to the Personnel Service Division. Initiation, maintenance and dis-

position of this card is covered in Procedure 11-4-3.

- (3) Prepares all personnel actions requested by soldiers or the company commander in accordance with the procedures covering these actions. Detailed responsibilities for most types of actions he will encounter are listed in chapter 11. For actions not covered by standard procedures or in complicated cases, he will seek the assistance of the personnel staff noncommissioned officer.
- (4) Obtains information from the personnel records of soldiers of his unit, when needed, in accordance with paragraphs 5-1 and 5-2.
- (5) Assists in arranging appointments at Personnel Service Division for soldiers of his unit through the first sergeant and the personnel staff noncommissioned officer.
- (6) Maintains the company files in accordance with AR 345-215 or as modified by local commanders.
- (7) In time of combat, prepares casualty feeder reports and forwards them to the Personnel Service Division.
- (8) In accordance with instructions and guidance received—
 - (a) Prepares unit orders for temporary and permanent appointments, reductions, assignment of additional duties within the company, and assumption of command by the company commander as authorized in AR 310-10.
 - (b) Prepares charge sheets and allied papers for courts-martial, and prepares commander's recommendations for board actions to eliminate undesirable soldiers.
 - (c) Initiates DA Form 268 (Report for Suspension of Favorable Personnel Action) to flag records of personnel under charges or investigation in accordance with AR 600-31 and Procedure 11-2-11.
 - (d) Maintains the company punishment book.
- (9) Prepares and types miscellaneous correspondence and forms as directed by the company commander, executive officer or first sergeant.

CHAPTER 6

REPORTS AND SPECIAL ACTIONS PROVIDED BY THE PERSONNEL SERVICE DIVISION

6-1. General. This chapter sets forth the capabilities of the Personnel Service Division for preparing personnel reports and furnishing special actions. The reports listed are those furnished to staff sections outside the Adjutant General Section, and to units below division level. Recurring reports are those furnished automatically without request. Special reports are those provided upon request, usually to meet a one-time requirement.

6-2. Data processing capabilities. a. The following data will be maintained on punched cards for each individual assigned to the division and can be made available in any sequence or format desired by commanders:

- (1) Service Number.
- (2) Name.
- (3) Grade.
- (4) Proficiency Pay.
- (5) MOS—Primary.
- (6) MOS—Secondary.
- (7) MOS—Duty.
- (8) Date of Rank (Day-Month-Year).
- (9) Date of Loss (Month-Year).
- (10) DA Form 41 Review Suspense (Month).
- (11) Transaction (Type-Day-Month).
- (12) TOE (Paragraph-Line).
- (13) Processing Code.
- (14) ETS—Exp Category (Month-Year).
- (15) Duty Branch.
- (16) Control Branch.
- (17) Basic Branch.
- (18) Citizenship (Country).
- (19) GT (Score).
- (20) Component.
- (21) FSA Code.
- (22) Category.
- (23) Race.
- (24) Marital Dependency Status.
- (25) Physical Category.
- (26) PCS (last) (Month-Year).
- (27) Date Return from Overseas (Mo-Yr).
- (28) Last Foreign Service Area.
- (29) Residence.

- (30) BPED (Month-Year).
- (31) Additional Pay.
- (32) Date of Birth (Day-Month-Year).
- (33) Language.
- (34) Education Level.
- (35) Basic Active Service Data (Mo-Yr).
- (36) Additional Special Qualifications.
- (37) Security Clearance.
- (38) Accrued Leave.
- (39) Armed Forces Reserve Medal Eligibility (Month-Year).
- (40) Non-CONUS Resident ETS Date.
- (41) Qualification in Arms Suspense (Month-Year).
- (42) Annual Audit—66 Suspense (Month).
- (43) Adjust FSA Code Suspense (Month).
- (44) Efficiency Report Suspense (Month).
- (45) Completion OJT Suspense (Month).
- (46) Photo Required (Month-Year).
- (47) Good Conduct Medal Eligibility (Month-Year).
- (48) ID Card Expiration (Month-Year).
- (49) FHA Eligibility (Month).
- (50) 17½ Yrs FED Svc Completed (Month-Year).
- (51) Termination of Detail Branch (Mo-Yr).
- (52) 29 Yrs A/D Completed (Month-Year).
- (53) Mandatory Retirement (Month-Year).
- (54) Eligible for Promotion/Appointment (Mo-Yr).
- (55) Smallpox Suspense (Month-Year).
- (56) Typhoid Suspense (Month-Year).
- (57) Tetanus Suspense (Month-Year).
- (58) Adjust BPED Suspense (Month).
- (59) Medical Exam Suspense (Month-Year).
- (60) DA Form 26 (Record of Court-Martial Conviction) Review Suspense (Month-Year).

b. The Chief of the Personnel Service Division coordinates punched card service and approves requests for recurring and special reports. Punched card operations take place in the Machine Processing Unit, Administrative Machine Branch, where

these four basic functions of data processing are performed:

- (1) Collecting source data.
- (2) Controlling.
- (3) Updating records.
- (4) Producing reports and statistics.

6-3. Recurring reports (punched card). This section describes the reports and services to be provided by the Personnel Service Division on a recurring basis. Examples of these reports, including explanatory notes, are provided in appendixes 6-II, 6-III, 6-IV, and 6-V. See paragraph 6-4 for requesting punched card services in addition to those listed in this section.

a. Personnel Information Roster (Machine) (DA Form 2472).

- (1) *Purpose.* This roster establishes personnel management communications between the Personnel Service Division and unit commanders and staff supervisors.
- (2) *Description.* It is prepared for officer and enlisted personnel. It reflects authorized spaces, individuals assigned to duty positions by name, TOE paragraph and line number, primary and secondary MOS, date of loss, and other personnel data.
- (3) *Frequency.* It is prepared monthly as of the last day of the month, to be completed by the 5th working day of the following month.
- (4) *Distribution.*
 - (a) The original and first three copies are forwarded to the company (for division headquarters company and administration company, forward to appropriate staff section).
 - (b) The fourth copy is forwarded to the Personnel Management Branch.
 - (c) The fifth copy is filed within the Machine Processing Unit.

b. Personnel Inventory Report (Machine) (Miscellaneous Strength, DA Form 2471).

- (1) *Purpose.* This report provides information to effect personnel management actions, personnel requisitions, assignments, reassignments, promotions, etc. It provides a means of coordination between the division and higher headquarters and presents division staff officers, the Personnel Service Division, and commanders with a picture of the work force available to accomplish their prescribed missions.

(2) *Description.* This report is prepared for officer and enlisted personnel. It reflects authorized, assigned, and attached strengths by grade and duty MOS for the current period and selected projected dates. It is prepared in three parts: by company, by battalion or brigade, and a division consolidation.

(3) *Frequency.* It is prepared monthly as of the last day of the month, to be completed by the 3d working day of the following month.

(4) *Distribution.*

(a) *Part I.*

1. The original copy is forwarded to the division C/S.
2. The first copy is forwarded to the division G1.
3. The second copy is forwarded to the division AG.
4. The third and fourth copies are forwarded to the Personnel Management Branch.
5. The fifth copy is filed within the Processing Unit.

(b) *Part II.*

1. The original and first copy are forwarded to the Personnel Management Branch of the Personnel Service Division.
2. The second and third copies are forwarded to the battalion.
3. The fourth copy is forwarded to the Chief, Personnel Service Division.
4. The fifth copy is filed within the Machine Processing Unit.

(c) *Part III.*

1. The original, first, second, third and fourth copies are forwarded to the Personnel Management Branch of the Personnel Service Division.
2. The fifth copy is filed within the Machine Processing Unit.

(d) *Part IV.*

1. The original and first copy are forwarded to the Personnel Management Branch.
2. The second and third copies are forwarded to the battalion.
3. The fourth copy is forwarded to the Chief, Personnel Service Division.
4. The fifth copy is filed within the Machine Processing Unit.

c. Personnel Qualifications Roster (Machine) (DA Form 2473).

- (1) *Purpose.* This roster provides commanders with certain qualification data on individuals, which is extracted from personnel records.
- (2) *Description.* Separate rosters are prepared alphabetically for officer and enlisted personnel by morning report unit, to reflect individual qualifications such as educational level, physical category, etc.
- (3) *Frequency.* It is prepared monthly as of the last day of the month, to be completed by the 10th working day of the following month.
- (4) *Distribution.*
 - (a) The original and second copy are forwarded to the battalion headquarters.
 - (b) The first copy is forwarded to the company concerned.
 - (c) The third copy is forwarded to the Chief, Personnel Records Branch, Personnel Service Division.
 - (d) The fourth copy is forwarded to the Chief, Personnel Management Branch, Personnel Service Division.
 - (e) The fifth copy is filed within the Machine Processing Unit.

d. Personnel Suspense Roster (Machine) (DA Form 2474).

- (1) *Purpose.* This roster provides notification on individuals required to undergo specified suspense type actions and to update individual records.
- (2) *Description.* A roster is prepared for officer and enlisted personnel by morning report unit, reflecting name, service number and grade of those individuals for whom suspense type actions are to be accomplished during the first succeeding month. Punched cards are attached for each individual action to serve as the updating document. The report is made in two parts: Part I lists actions required to be initiated by the Personnel Service Division and is not illustrated, Part II lists the actions required to be completed by the unit of assignment.
- (3) *Frequency.* It is prepared monthly as of the last day of the month, to be completed by the 4th working day of the following month. Punched cards are prepared immediately when personnel, newly assigned

to the division, require actions during the current month.

(4) *Distribution.*

- (a) The original and first copy of Part I together with the punched cards are forwarded to the Chief, Personnel Records Branch, Personnel Service Division.
- (b) The original and first copy of Part II together with the punched cards are forwarded to the unit concerned.
- (c) The second copy of each part is filed within the Machine Processing Unit.

6-4. Special reports (punched card). Using agencies should forward requests for personnel information or reports, not currently being provided, to the Chief, Personnel Service Division. The Punch Card Machine Work Request (DA Form 2749-R) (fig. 9-1-2.1) will be used to request special reports. DA Form 2749-R will be reproduced locally on 8- by 10½-inch paper. Punched card files must be updated with changes from source documents before any report can be produced. About 24 hours is required for this operation and this time factor must be considered when making requests for current data. Up to an additional 48 hours may be required to prepare, edit, assemble, and distribute the completed report, depending on its volume. If the request is for data not contained on punched cards, as listed in paragraph 6-2, the data normally cannot be furnished through the use of punched card machines. If the need develops, personnel data not maintained on punched cards may be collected, transcribed to the card, and the report prepared mechanically. However, it must be realized that collecting raw data and establishing punched cards for 15,000 troops is time consuming and lessened responsiveness must be expected. Therefore, the need for additional data in punched card form must be made known as far as possible in advance of the date the completed report is required.

6-5. Recurring reports (manual). The following manually prepared reports will be furnished by the Personnel Service Division. The first five reports are prepared manually only when punched card equipment is not available. It is contemplated that as experience with the Personnel Support System increases, many of the current manual reports will become mechanized. These reports are considered to be the minimum necessary for efficient operation of division personnel administration. Additional reports may be required to meet local con-

ditions or to meet the desires of commanders. However, requests for additional reports must be screened carefully to determine if the need for the report outweighs the administrative workload required to produce the report.

a. Personnel Information Roster (Manual).

- (1) *Purpose and format.* This roster will have the same purpose and format as the punched card machine prepared roster (par. 6-3).
- (2) *Frequency.* It is prepared monthly as of the last day of the month.
- (3) *Distribution.* The original and 3 copies are forwarded to the company or appropriate division staff section, the fourth copy is filed within the Personnel Management Branch, Personnel Service Division.

b. Personnel Inventory Report (Manual).

- (1) *Purpose and description.* This report is made in three parts which have the same purpose as Parts I, II, and III of the punched card machine prepared report (par. 6-3).
- (2) *Frequency.* It is prepared monthly as of the last day of the month.
- (3) *Distribution.*
 - (a) *Part I.* Copies are prepared for battalion and separate company headquarters and Personnel Management Branch.
 - (b) *Part II.* Copy prepared for Personnel Management Branch.
 - (c) *Part III.* Copies prepared for division G1, adjutant general and Personnel Management Branch.

c. Report of Accrued Leave.

- (1) *Purpose.* This roster informs commanders of accrued leave status of all assigned personnel.
- (2) *Description.* This is a roster of all personnel assigned to each company, by name, grade, and service number, showing the amount of accrued leave credited as of the end of the quarter.
- (3) *Frequency.* It is prepared quarterly as of the last day of the quarter.
- (4) *Distribution.* Copies are prepared for the company concerned and Personnel Service Division.

d. Identification of Enlisted Alien Personnel.

- (1) *Purpose.* This report provides a current roster of enlisted aliens assigned to each unit of the division.

(2) *Description.* This is a roster of alien enlisted personnel assigned to each unit, showing name, grade, service number, duty MOS, and duty position.

(3) *Frequency.* It is prepared monthly as of the last day of the month.

(4) *Distribution.* Copies of the report are prepared for each company, battalion S2, the division G2, and the Personnel Service Division.

e. Educational Level Survey.

- (1) *Purpose.* This report provides unit and battalion commanders, and the division G1 with the educational level of all assigned personnel.
- (2) *Description.* Shows number of officers, warrant officers, and enlisted men who have completed various levels of civilian education.
- (3) *Frequency.* As required.
- (4) *Distribution.* Copies are prepared for each unit, battalion headquarters, the division G1, and Personnel Service Division.

f. Consolidated Strength Report.

- (1) *Purpose.* This report provides selected division staff officers with current division strengths.
- (2) *Description.* It provides the strength of the division by battalion showing authorized, assigned, attached, etc. strengths of officers, warrant officers, and enlisted men, as extracted from morning reports.
- (3) *Frequency.* Daily.
- (4) *Distribution.* Copies of the report are provided for the division G1, adjutant general, and Personnel Service Division.

g. Officer Strength Report by Branch.

- (1) *Purpose.* This report provides selected division staff officers with current officer strengths and assists in preparation of officer requisitions.
- (2) *Description.* It is a report showing strengths of officers by unit, grade and branch.
- (3) *Frequency.* Daily.
- (4) *Distribution.* Copies of the report are provided for the division G1, adjutant general, and Personnel Service Division.

h. Monthly Officers Roster.

- (1) *Purpose.* This roster may be used as a locator and furnishes a ready reference for all division officers.

- (2) *Description.* It is a roster of officers by battalion, providing selected information on each officer in the division.
 - (3) *Frequency.* The roster is prepared monthly as of the last day of the month.
 - (4) *Distribution.* Copies are furnished to all units and division staff sections.
- i. *Report of Savings Program (AR 608-15).*
- (1) *Purpose.* This report furnishes each commander information on the progress of the savings program within his unit.
 - (2) *Description.* The report shows the number and percentage of personnel participating in the savings program and includes officer and enlisted personnel purchasing savings bonds, and enlisted personnel making soldier's deposits, recapped by company and battalion.
 - (3) *Frequency.* It is prepared monthly as of the last day of the month.
 - (4) *Distribution.* Copies are provided for each company and battalion headquarters, the division savings officer, and Personnel Service Division.

6-6. Special reports (manual). Requesting agencies must screen carefully all requests for special reports to determine the urgency or necessity for the report before submitting it to the Personnel Service Division. They must realize that responsiveness to requests for special reports will be much slower when reports must be prepared manually. Requests for reports containing financial information normally will be made to the division finance officer. They will be referred to the Personnel Service Division only when the information required is not available in the finance office.

6-7. Teams. a. *Special purpose teams.*

- (1) Special purpose teams will be sent to units from the Personnel Service Division to render personnel services for large groups of personnel when, in the opinion of the Chief of the Personnel Service Division, they can better be accomplished at the unit. Examples of such actions are—
 - (a) Outprocessing of large groups.
 - (b) Military pay actions or complaints.
 - (c) Personal affairs.
- (2) The scheduling of special purpose teams will be coordinated by the Chief of the Personnel Service Division with the appropriate personnel staff noncommissioned officer. The size and composition of the special purpose teams should be deter-

mined by the type of action and the number of soldiers requiring service.

- (3) The following examples are suggested guides for determining use of special purpose teams:
 - (a) *Outprocessing.* Use should be based on the forecast of losses.
 - (b) *Personal affairs.* Teams should be sent to units periodically on a schedule developed from experience with each unit.
 - (c) *Other actions.* A personnel staff noncommissioned officer may request special purpose teams from the Personnel Service Division when he feels processing of an action can be performed more profitably at the unit. He will coordinate with the team leader of the Personnel Service Division functional team primarily concerned with the action, giving information on the type of action and the number of soldiers involved.
- (4) The personnel staff noncommissioned officer will provide an adequate work area and insure that the soldiers to be processed are present and possess all required documents.

b. *Second echelon support teams (app. 6-VI).*

- (1) Second echelon support teams from the Personnel Service Division should be attached to units of battalion or larger size, when they are detached from the division for over 30 days. These teams should be composed of personnel from the Personnel Records, Personnel Management, Personnel Action, and Military Pay Branches of the Personnel Service Division. Normally they will be the clerks who maintain the personnel records of the detached unit. A typical battalion-size second echelon support team is shown in appendix 6-VI.
- (2) Determination of the advisability of attaching a second echelon support team to a unit should be made by the division adjutant general, after considering the desires of the affected commander. Two factors to consider in making the decision are the length of the detachment and the distance of the unit from the Personnel Service Division. Second echelon support teams should be attached to the unit only when a loss of efficiency would result from

maintaining the records at the Personnel Service Division.

- (3) When a battalion or brigade is attached to another division for a prolonged period (normally over 30 days), the second echelon support team should be integrated into the Personnel Service Division of the new division. However, if the battalion or brigade is detached for separate operations, the procedures in (a) and (b) below will be used.

- (a) When a battalion is detached from the division, the second echelon support team will be attached to the battalion headquarters to form a battalion personnel section. In this case, the battalion personnel staff noncommissioned officer will function as a personnel sergeant and the battalion S1 as personnel officer.
- (b) When a brigade with attached battalions is detached from the division, the second echelon support teams may be attached in either of two ways—

1. *Attached to brigade headquarters.* The brigade operates a personnel section for all assigned and attached units. The brigade personnel staff noncommissioned officer should function as personnel sergeant and the brigade S1 as personnel officer. There should be no change in the functions of bat-

talion personnel staff noncommissioned officers except that they should deal with the second echelon support team attached to brigade headquarters instead of with the Personnel Service Division.

2. *Attached to battalion headquarters.*

Each battalion operates a separate personnel section as shown in (a) above, and the personnel records of the brigade headquarters are integrated with those of the battalion.

- (4) The method of attachment to be used should be determined jointly by the division adjutant general and the affected brigade commander prior to detachment.
- (5) When a unit is attached to another division, the individual punched cards are transferred to the new division with the other personnel records. When the unit operates separately, the cards will be retained by the parent division, and the detached unit will operate manually. The personnel section formed by the second echelon support team will act on documents received based on the authority delegated to the commander. Actions or documents requiring higher headquarters approval or action will be forwarded to the next higher headquarters for necessary action.

APPENDIX 6-I

PUNCH CARD MACHINE WORK REQUEST (DA FORM 2749-R)

1. Punch Card Machine Work Request (fig. 9-1-2.1). This form is designed to facilitate and control requests for punched card machine services by using agencies. The form should be submitted in duplicate to the Chief of the Personnel Service Division, who will provide such assistance as may be necessary for its completion. A brief explanation to the requesting agency for the completion of the Punch Card Machine Work Request follows:

DATE. Enter date request is initiated.

IDENTIFICATION NUMBER. Leave blank—for use by Machine Processing Unit.

FROM. Enter sufficient information to fully identify requesting agency.

Block 1. JOB REQUESTED. Indicate by checking appropriate box whether the request is to be special (one-time) or of a recurring nature.

Block 2. TITLE OF JOB. Enter suggested title descriptive of the contents of the completed work.

Block 3. PERSONNEL OR UNITS CONCERNED. Check appropriate blocks as to identity of personnel (officer, warrant officer or enlisted) on which request is made, the status, suspense data, or other data such as branch of service, date of rank, etc. Under "Unit" check appropriate box as to units for which request is made; if only a limited number of companies or battalions is desired, designate selected ones.

Block 4. ADDITIONAL QUALIFYING DATA. Specify limitations regarding information to be included in the completed work such as grade, MOS (primary, duty or secondary), type of suspense data, ETS, branch of service, organizations, or other qualifying data. Limits as to units involved should also be specified.

Block 5. SPECIFICATIONS.

a. SERVICE REQUESTED. Check appropriate box indicating format for the service requested. (Summarized information is considered a statistical report.) Under **COPIES**, enter number desired. Under **SEQUENCE** specify whether alphabetically, or by grade, by unit; or alphabetically within grade (or MOS, etc.) by unit, etc.

b. FREQUENCY. Check box indicating frequency of the service required.

c. DATA. Specify data to be printed on completed job such as unit designation; columnar headings; individual names, MOS, service numbers, grades, or suspense actions; authorizations; sub-totals; totals; etc.

d. EFFECTIVE DATE. Status of information will be current as of 2400 hours on the effective date specified. To facilitate preparation of reports by the Machine Processing Unit, effective date normally should be the last day of the month.

e. DUE DATE. Enter the date on which completed job is to be received by the using agency. As a general guide, a minimum of 72 hours must be allowed from the time of receipt of the work request in the Machine Processing Unit until return of the completed job.

Block 6. DISTRIBUTION BY MPU. Under **DESCRIPTION OF ITEM**, enter title of report or, if service includes several parts or listings and punched cards enter each part, listing or set of punched cards. Under **COPIES** indicate number of copies to be distributed to each recipient. To whom or to what office *each* copy of the service is to be distributed will be indicated under **RECIPIENT**. Indicate under **METHOD** how service is to be distributed—normal messenger channels, special courier, telephone, etc.

DESCRIPTION OF USE. Self-explanatory.

REMARKS. Enter any remarks deemed appropriate such as reference to telephone calls, authority, clarifying information not shown elsewhere, etc.

TYPED NAME AND TITLE OF REQUESTING PERSONNEL and SIGNATURE OF REQUESTING PERSONNEL. Self-explanatory.

2. Use of form. On receipt of the completed Punch Card Machine Work Request, the Chief of the Personnel Service Division will determine the action to be taken and return the duplicate copy to the initiator. Use of this work request is not intended to limit request for punched card service

but is to serve as a guide for using agencies to insure they obtain needed information in the desired format. The Punch Card Machine Work Request will provide also the necessary controls and information to establish machine procedures, scheduling,

and distribution. Use of this form does not preclude verbal requests for machine services when the urgency of the request may demand immediate action. Telephone requests for items of data on an individual may be made at any time.

APPENDIX 6-II

PERSONNEL INFORMATION ROSTER

| CAMPBELL FT KAY COMPANY HQ | | | | | | | | | | AG CO ADMIN 12 157 F 63 100A | | | | | | | | | | EFFECTIVE DATE | | | | | | | | | | 31 JAN 1964 | | | | | | | | | | PERSONNEL INFORMATION ROSTER | | | | | | | | | |
|----------------------------|----------|----|----------|-------|-----|-----|-----|-------|--------|------------------------------|---|--------------------------|-----|--------------|----|--------------|-----|--------|--------|----------------|-------|---------|-------|---------|--|--|--|--|--|-------------|--|--|--|--|--|--|--|--|--|------------------------------|--|--|--|--|--|--|--|--|--|
| AUTH | | IN | | AUTH. | | MO. | | GRADE | | POSITION DESIGNATION | | SERVICE NUMBER | | DATE OF BANK | | DATE OF LOSS | | TOTALS | | OVER OR SHORT | | REMARKS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AUTH | FAZ LINE | IN | FAZ LINE | AUTH | MO. | MO. | MO. | MO. | ACTUAL | THE PAY | NAME OF INDIVIDUAL | NUMBER | DAT | MO. | YE | DAT | MO. | YE | TOTALS | * DISCOUNT | OVER | OR | SHORT | REMARKS | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | COMPANY COMMANDER HARVEY DAVID B | 0-2273064 | | | | 31 | 12 | 64 | 1 | * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | EXECUTIVE OFFICER HYMENS STUART C | 0-3800277 | 05 | 09 | 61 | 30 | 09 | 64 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | FIRST SERGEANT MATAMORES MARCEL F | RA39128413 | 31 | 10 | 54 | 30 | 07 | 65 | 1 | * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | MESS STEWARD GONZALES ALFREDO FELDHAUS PAUL E | RA18354018 RA15499242 | 30 | 12 | 53 | 31 | 11 | 64 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | 28 | 02 | 67 | 1 | | OVER | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | FIRST COOK SKELTON JAMES F | RA14549380 | 05 | 08 | 54 | 30 | 06 | 66 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | FENDER JAMES C | RA14563120 | 20 | 12 | 61 | 30 | 08 | 64 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | COMPANY CLERK | | | | | | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | 1 | | SHORT | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | COOK LOVELL LESLIE E MC GUIRE GEORGE | RA37685889 RA14387514 | 25 | 10 | 55 | 30 | 11 | 64 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | 27 | 11 | 57 | 31 | 01 | 65 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | SR SWBD OPERATOR STEVENS GEORGE C | RA12639319 | 20 | 04 | 62 | 30 | 08 | 64 | 1 | * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | UNIT SUPPLY SP BRANDENBURG ROBERT | RA16493643 | 25 | 09 | 56 | 28 | 02 | 65 | 1 | * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | LT TRUCK DRIVER HADE CLARENCE A GUARNERO ERMILO | RA52519364 RA18584667 | 30 | 06 | 62 | 30 | 04 | 64 | 1 | * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | 62 | 62 | 30 | 06 | 65 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | 1 | | OVER | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | SUPPLY CLERK RUCCI ANTHONY L | RA21028207 | 16 | 07 | 62 | 31 | 07 | 68 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | SMITH JOHN J | RA22010652 | 15 | 06 | 62 | 22 | 02 | 64 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | 1 | | OVER | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | JONES JOSEPH U | RA17672872 | 21 | 11 | 60 | 10 | 03 | 64 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | 1 | | OVER | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | PETERS JOSEPH L | RA18628243 | | | | | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | 1 | | OVER | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

REPLACES EDITION OF 1 OCT 61, WHICH MAY BE USED.

DA FORM 2472, 1 JUN 63

APPENDIX 6-III **PERSONNEL INVENTORY REPORT**

| REPORT TITLE | | EFFECTIVE DATE | | 31 JAN 1964 | | | | | | | | | | MISCELLANEOUS STRENGTH | | | | |
|----------------------------|----------------------------------|----------------|-----|-------------|-----|-----|-------|-----|----|----|----|----|----|------------------------|------|-------|---------|----|
| PERSONNEL INVENTORY REPORT | | | | | | | | | | | | | | | | | | |
| PART I ENLISTED | | | | GRADE | | | | | | | | | | | | | | |
| PHOS | DMOS | GBN. | COL | LT | COL | MAL | CAPT. | LT. | E4 | E5 | E6 | E7 | E8 | E9 | W.O. | TOTAL | REMARKS | |
| | | | | | | | | | | | | | | | | | | |
| 1111 | AUTH | | | | | | | | | | | | | | 42 | | 42 | |
| 1111 | 1111 ASGD P/P-YES PHOS DMOS SAME | | | | | | | | | | | | | | 19 | | 19 | |
| 1111 | 1111 ASGD P/P-NO PHOS DMOS SAME | | | | | | | | | | | | | | 13 | 9 | 6 | 30 |
| | 1111 ASGD P/P-YES PHOS DMOS DIFF | | | | | | | | | | | | | | 3 | | 3 | |
| | 1111 ASGD P/P-NO PHOS DMOS DIFF | | | | | | | | | | | | | | 7 | 4 | 7 | 18 |
| | | | | | | | | | | | | | | | 2- | 13 | 13 | 24 |
| | | | | | | | | | | | | | | | | | | |
| | 1111 GAINS 1ST MONTH | | | | | | | | | | | | | | 4 | 4 | 8 | |
| | 1111 GAINS 2ND MONTH | | | | | | | | | | | | | | 1 | 4 | 5 | |
| | 1111 LOSSES 2ND MONTH | | | | | | | | | | | | | | 2 | 6 | 8 | |
| | 1111 LOSSES 3RD MONTH | | | | | | | | | | | | | | 3 | | 3 | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | 1116 AUTH | | | | | | | | | 19 | 10 | | | | | | 29 | |
| 1116 | 1116 ASGD P/P-YES PHOS DMOS SAME | | | | | | | | | 4 | 3 | | | | | | 7 | |
| 1116 | 1116 ASGD P/P-NO PHOS DMOS SAME | | | | | | | | | 1 | 1 | 4 | | | | | 6 | |
| | 1116 ASGD P/P-YES PHOS DMOS DIFF | | | | | | | | | 2 | 2 | | | | | | 4 | |
| | 1116 ASGD P/P-NO PHOS DMOS DIFF | | | | | | | | | 2 | 2 | 4 | | | | | 8 | |
| | | | | | | | | | | 4- | 2- | 8 | | | | | 2 | |
| | | | | | | | | | | | | | | | | | | |
| | 1116 GAINS 1ST MONTH | | | | | | | | | 4 | 3 | | | | | | 7 | |
| | 1116 LOSSES 1ST MONTH | | | | | | | | | 5 | 1 | | | | | | 6 | |
| | 1116 GAINS 3RD MONTH | | | | | | | | | 1 | 3 | | | | | | 4 | |
| | 1116 LOSSES 3RD MONTH | | | | | | | | | 1 | 3 | | | | | | 4 | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |

REPLACES EDITION OF 1 OCT 61, WHICH MAY BE USED.

DA FORM 2471, 1 JUN 63

PERSONNEL INVENTORY REPORT—Continued

| REPORT TITLE | | PERSONNEL INVENTORY REPORT | | EFFECTIVE DATE | | 31 JAN 1964 | | MISCELLANEOUS STRENGTH | | | | | | | |
|------------------|------|----------------------------|--------|----------------|----------------|-------------|------|------------------------|-----|---------|------|-------|---------|-------|---------|
| PART II ENLISTED | | | | | | | | | | | | | | | |
| ORGN | PMOS | DMOS | AUTH | P/P-YES | P/P-NO | PMOS | DMOS | GRADE | | | | | | TOTAL | REMARKS |
| | | | | | | | | GBN. | COL | LT. COL | MAJ. | CAPT. | 1LT. | | |
| | | | | | | E-9 | E-8 | E-7 | E-6 | E-5 | E-4 | E-3 | E-2/E-1 | | |
| 17 | | 1111 | AUTH | | | | | | | | 42 | | | 42 | |
| | 1111 | 1111 | ASGD | P/P-YES | PMOS DMOS SAME | | | | | | 15 | | | 15 | |
| | 1111 | 1111 | ASGD | P/P-NO | PMOS DMOS SAME | | | | | | 15 | 9 | 6 | 30 | |
| | | 1111 | ASGD | P/P-YES | PMOS DMOS DIFF | | | | | | 3 | | | 3 | |
| | | 1111 | ASGD | P/P-NO | PMOS DMOS DIFF | | | | | | 7 | 4 | 7 | 18 | |
| | | | | | | | | | | | 2 | 13 | 13 | 24 | |
| | | | | | | | | | | | | | | | |
| | | 1111 | GAINS | | 1ST MONTH | | | | | | 4 | 4 | | 8 | |
| | | 1111 | GAINS | | 2ND MONTH | | | | | | 1 | 4 | | 5 | |
| | | 1111 | LOSSES | | 2ND MONTH | | | | | | 2 | 6 | | 8 | |
| | | 1111 | LOSSES | | 3RD MONTH | | | | | | 3 | | | 3 | |
| | | | | | | | | | | | | | | | |
| 17 | | 1116 | AUTH | | | | | | 13 | 10 | | | | 23 | |
| | 1116 | 1116 | ASGD | P/P-YES | PMOS DMOS SAME | | | | 4 | 3 | | | | 7 | |
| | 1116 | 1116 | ASGD | P/P-NO | PMOS DMOS SAME | | | | 1 | 1 | 4 | | | 6 | |
| | | 1116 | ASGD | P/P-YES | PMOS DMOS DIFF | | | | 2 | 2 | | | | 4 | |
| | | 1116 | ASGD | P/P-NO | PMOS DMOS DIFF | | | | 2 | 2 | 4 | | | 8 | |
| | | | | | | | | | 4 | 2 | 8 | | | 2 | |
| | | | | | | | | | | | | | | | |
| | | 1116 | GAINS | | 1ST MONTH | | | | 4 | 3 | | | | 7 | |
| | | 1116 | LOSSES | | 1ST MONTH | | | | 5 | 1 | | | | 6 | |
| | | 1116 | GAINS | | 3RD MONTH | | | | 1 | 3 | | | | 4 | |
| | | 1116 | LOSSES | | 3RD MONTH | | | | 1 | 3 | | | | 4 | |
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REPLACES EDITION OF 1 OCT 61, WHICH MAY BE USED.

DA FORM 2471, 1 JUN 63

DA FORM 2471, 1 JUN 63

REPLACES EDITION OF 1 OCT 61, WHICH MAY BE USED.

AGO 8883A

DA FORM 2473, 1 JUN 63

| ORGANIZATION | | | EFFECTIVE DATE | | | PERSONNEL QUALIFICATIONS ROSTER | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------|-------|----------------|---------|-------|---------------------------------|----------|------|-------------------|------------------------------|------------------|-----------------------------|-----|-------------------|-----------------------|-----------|---------------|------|-----|----------|-----|-------------------|--------------------|--|------------------|-------------------------|-------------|------|------------------|-------------------|----|-----|-----|----|----|----|----|
| CO D 187 IN GP 2ND ABN BAT CAMPBL FT KY D 115A | | | 31 JAN 1964 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NAME OF INDIVIDUAL | SERVICE NUMBER | GRADE | BRANCH | | | COMPONENT | CATEGORY | RACE | PHYSICAL CATEGORY | LAST PERM. CHANGE OF STATION | RGN. SVC. AVAIL. | DATE RETURNED FROM OVERSEAS | | LAST FOREIGN AREA | CITIZENSHIP (COUNTRY) | BASIC PAY | DATE OF BIRTH | | | LANGUAGE | | EDUCATIONAL LEVEL | BASIC SERVICE DATE | | ADL. SPEC. QUAL. | GENERAL TECHNICAL SCORE | SCOT. CMIC. | DAYS | NEGATIVE BALANCE | ACCUMULATED LEAVE | | | | | | | |
| | | | DUTY | CONTROL | BASIC | | | | | | | MO. | DAY | | | | MONTH | YEAR | 1ST | 2ND | MO. | | YEAR | | | | | | | | | | | | | | |
| GUNNING, EDWARD C | Q-0072721 | CPT | IN | IN | IN | 1 | A | | | | | 05 | 62 | | | | | | | | | | | | | | | | 22 | 5 | CR | | | | | | |
| KAULBECK ROBERT | Q-3511022 | 2LT | IN | IN | IN | 3 | A | 07 | 60 | | | | NO | Z | | 05 | 48 | 05 | 10 | 31 | | | | | | | | | 3 | 08 | 5 | CR | | | | | |
| THROCKMORTON THOMAS | Q-0081094 | 1LT | IN | IN | IN | 1 | A | | | | | 04 | 62 | | | 05 | 60 | | | | | | | | | | | | | | | 1 | | | | | |
| BENGE CURTIS W | RA19612727 | PVT | | | | | A | 01 | 62 | L | | | | NO | Z | | 07 | 61 | 15 | 08 | 41 | | | | | | | | 1 | 01 | 61 | 6 | 151 | 9 | 12 | 5 | |
| BONSER JACK R | RA13671767 | PFC | | | | | A | 06 | 60 | L | | | | NO | Z | | 01 | 60 | 26 | 03 | 41 | | | | | | | | 5 | 05 | 58 | 120 | 9 | 21 | | | |
| BRITTON ROBERT D | RA12668101 | SGT | | | | | A | 05 | 61 | L | 01 | 60 | | | | 11 | 54 | 14 | 08 | 36 | | | | | | | | | 6 | 08 | 52 | 137 | 4 | 09 | | | |
| CASTRO CARLOS J | RA51158181 | PFC | | | | | A | | | L | | | | NO | Z | SPA | 12 | 52 | | | | 68* | | | | | | | 06 | 60 | | | 9 | 03 | | | |
| CLOSTIO GERALD J | RA18592274 | SP4 | | | | | A | 08 | 60 | L | | | | NO | Z | | 03 | 60 | 22 | 06 | 42 | | | | | | | | 3 | 08 | 56 | 106 | 4 | 18 | 5 | | |
| DAYCO JOSEPH J JR | RA13250683 | PSG | | | | | A | 10 | 58 | L | 10 | 58 | B | | | 08 | 47 | 19 | 08 | 29 | | | | | | | | | 5 | 05 | 45 | 096 | 9 | 35 | 5 | | |
| EMBRY WILLIAM L | RA14223308 | MSG | | | | | A | 01 | 62 | L | 03 | 59 | | | | 11 | 46 | 22 | 04 | 25 | | | | | | | | | 5 | 02 | 42 | 8 | 110 | 3 | 21 | | |
| GARDNER REX G | RA19613446 | PFC | | | | | A | 12 | 61 | P | | | | NO | Z | | 07 | 61 | 31 | 01 | 44 | 27 | | | | | | | 4 | 06 | 61 | 103 | 9 | 16 | | | |
| HARRIS CHARLES W | RA13699486 | PFC | | | | | A | 12 | 60 | L | | | | NO | Z | | 08 | 61 | 04 | 10 | 42 | | | | | | | | 5 | 07 | 60 | 084 | 9 | 46 | 5 | | |
| HAYES DELBERT | RA16369065 | SSG | | | | | A | 05 | 62 | L | | | | NO | Z | | 07 | 53 | | | | | | | | | | | | 03 | 49 | | | 9 | 12 | 5 | CR |
| HOWES CHARLES L | RA17577894 | PFC | | | | | A | 12 | 60 | L | | | | NO | Z | | 08 | 60 | 09 | 08 | 43 | | | | | | | | 4 | 02 | 59 | 105 | 9 | 01 | 5 | CR | |
| OWENS JOHN C JR | RA18418405 | SGT | | | | | A | | | L | | | | NO | Z | | 07 | 53 | | | | | | | | | | | | 04 | 53 | | | | 9 | 05 | |
| SCAVELLA JOSEPH F | US14638086 | PVT | | | | | A | 02 | 62 | L | | | | NO | Z | | 04 | 57 | 10 | 03 | 40 | | | | | | | | 3 | | | 092 | 9 | 03 | CR | | |
| STUBBS CHARLES D | RA13736901 | PFC | | | | | A | 02 | 62 | P | | | | NO | Z | | 08 | 61 | 18 | 01 | 43 | | | | | | | | 4 | 10 | 61 | 132 | 9 | 03 | 5 | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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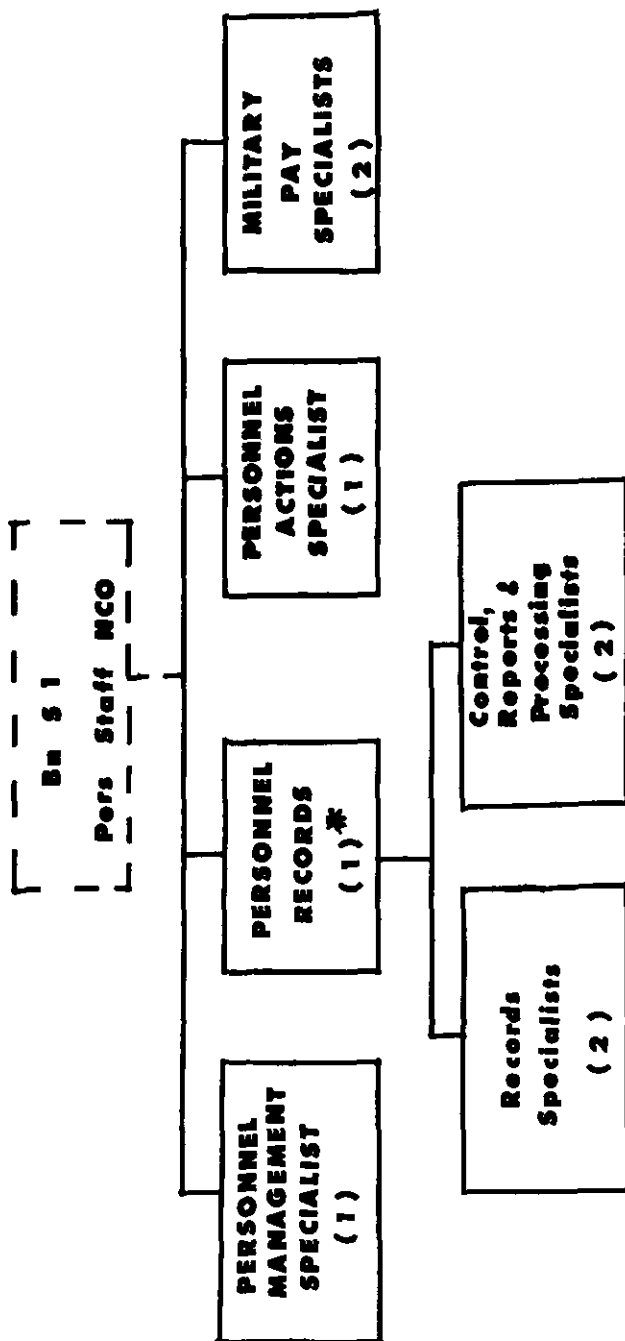
PERSONNEL SUSPENSE ROSTER—Continued

| ORGANIZATION | | HTK BTRY 502 IN GP 1ST ABN BATT CAMPBL FT KY | | MV 227B | | EFFECTIVE DATE | | 31 JAN 1964 | | PERSONNEL SUSPENSE ROSTER | | | | | | | | | | | | | | | |
|----------------------------------|-------------------|--|-------------------------------|------------------------|---------------------------|----------------------------|--------------------------|-----------------------|------------------------|---------------------------|---------------------------------|-------------------------|----------------------------|--|--------------|---------|---------|-----------------|---|---|------------------|---|---|---|---|
| PART II NAME OF INDIVIDUAL | SERVICE NUMBER | GRADE | ARMED FORCES RESERVE MEDAL | NON COMBAT SERVICES | OVAL ARMED SERVICES | ANNUAL ADJUTANT GENERAL | COMMITMENT OF OFFICER | GOOD CONDUCT MEDAL | IDENTIFICATION CARD | FED. HSG ADMIN. EMO. | 17 1/2 YEARS FEDERAL SERVICE | TIME OF DEATH RECORD | MAINTENANCE REQUIREMENT | ELIGIBILITY FOR PROMOTION OR ADVANCEMENT | SACR. FOR | TYMORID | TETANUS | MEDICAL DATA | | | MEDICAL EXAM. | D | E | F | O |
| | | | | | | | | | | | | | | | | | | A | B | C | | | | | |
| AYERS JAMES | O 85847 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| BARTON CHARLES D | O 85844 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| BLACK ROBERT E | O 5307176 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| BOULWARE JEFFERSON | O 85128 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| BOYD JAMES R | O 85917 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| BRAN ARON L | O 5510843 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| CANTRELL WILLIAM D | O 5310578 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| CANDLER HARRY W JR | O 5410136 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| CHRISTY WILLIAM C | O 87705 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| CROZIER TED A | O 70317 | MAJ | | | | | | | | | | | | | | | | | | | | | | | |
| DISHMAN CARLOS W | O 5310867 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| DOYLE JOHN P | O 5512498 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| ERICKSON WALLIS R | O 5512125 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| FARRELL JAMES T | O 5512793 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| FOSTER BENNY E | O 5410317 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| FREEMAN BOBBY H | O 93407 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| GREENLY LEONARD E | O 2282648 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| HALL WILSON E | O 5304219 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| HAM JAMES A | O 5307594 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| HAZELWOOD RICHARD | O 5305091 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| HUNTER THOMAS E | O 2208490 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| JONES FRANK V | O 5307093 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| KAST WILFRIED M | O 5301824 | 2LT | | | | | | | | | | | | | | | | | | | | | | | |
| KERNEMIN CARL M | O 5307483 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| KIGER JOHN W | O 5405170 | 1LT | | | | | | | | | | | | | | | | | | | | | | | |
| KNUDSLIEN MARTIN G | W 2206777 | CV2 | | | | | | | | | | | | | | | | | | | | | | | |

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APPENDIX 6-VI

TYPICAL SECOND ECHELON SUPPORT TEAM
DESIGNED TO SUPPORT A DETACHED BATTALION

* AN NCO (E6) FROM EITHER THE RECORDS OR THE PAY BRANCH OF THE PERSONNEL SERVICE DIVISION WILL ASSUME CHARGE OF THE ENTIRE TEAM FROM THE TIME IT IS DETACHED FROM THE PSD UNTIL IT IS REPORTED TO THE RESPONSIBLE S-1. THIS NCO WILL AGAIN ASSUME CHARGE OF THE TEAM UPON DETACHMENT FROM THE BATTALION AND WILL RETAIN CONTROL OF IT UNTIL IT IS RETURNED TO THE PHYSICAL CONTROL OF THE CHIEF, PSD.

CHAPTER 8

DOCUMENT ROUTING

8-1. General. *a.* To insure that the division personnel support system operates effectively and efficiently, Part II contains standing operating procedures to be followed in the processing of personnel matters. Not all actions or documents that may occur or originate in a unit are covered by specific procedures. Only those most common have been standardized. These procedures are broken down into specific actions to be taken at various levels of command by the company clerk and the battalion or brigade personnel staff non-commissioned officer. The numbering sequence used in these procedures is a series of three numbers, each separated by a dash and representing definite items.

- (1) The first number represents both the chapter where the procedure is to be found, and the specific level of command represented, i.e., 9 is Brigade, 10 is Battalion and 11 is Company.
- (2) The second number enables the procedures to be subdivided into functional areas as follows:

| <i>Code digit</i> | <i>Functional</i> |
|-------------------|--|
| 1 | Personnel Management |
| 2 | Personnel Actions and Personal Affairs |
| 3 | Military Pay |
| 4 | Records |
| 5 | General Administration |

- (3) The third number is the specific procedure to be followed, e.g., Procedure 9-1-1 is the first procedure under Personnel Management at Brigade level, and Procedure 11-4-3 is the third procedure under Records at Company level.

Procedures established for higher level organizations, i.e., brigades or battalions, are based on document routing channels in appendix 8-I. If a document is to bypass a headquarters, no procedure for processing that document at that level was written.

b. No specific procedure has been written covering requests from unit commanders for personnel records from the Personnel Service Division. These requests will be handled by either a telephone or

written request from the commander concerned or his representative to the appropriate records clerk in the composite team. An informal control method to account for these records will be devised between the records team leader and the personnel staff non-commissioned officer serving the unit.

8-2. Document routing channels. *a.* Under the concept of a consolidated personnel section, with all personnel records maintained at a central location and the elimination of unit personnel sections at lower levels, it became necessary to review the existing channels through which documents flow for action. As a result of this review and considering the location of personnel records, it is apparent that routing channels for documents must be specified to insure that the concept works efficiently and speedily. In developing document routing channels, the following factors were considered:

- (1) Removal of personnel records to a higher headquarters means they are no longer available at lower headquarters to check documents.
- (2) Lack of personnel to handle routine clerical operations.
- (3) Whether the unit actually needs to act on the document or whether it is merely a source of "nice to know" information.
- (4) Removal of the personnel records to a higher headquarters automatically withdraws approval authority for certain actions.
- (5) Whether the document or action affects combat efficiency of the unit or is merely routine administration.
- (6) Requirements of existing Army directives.
- (7) Brigade, Division Artillery and Support Command are primarily tactical units, not administrative.

b. Based on the considerations in *a* above, three general channels have been developed for the routing of documents:

- (1) Direct from companies to the Personnel Service Division.
- (2) From companies through battalions to the

Personnel Service Division, bypassing major subordinate commands.

- (3) From companies through battalions and major subordinate commands to the Personnel Service Division.

c. Appendix 8-I prescribes routing channels for most documents initiated at company level. If a document or action originates that is not listed in the appendix, the appendix may be used as a guide to the general flow pattern of documents through channels, and the new document fitted into the routing channel as seems appropriate. The underlying principle on which routing channels are based is that each commander must be allowed the prerogative of influencing personnel actions which potentially or actually bear on the combat effectiveness of his command. Routing channels could not be specified for certain types of documents, therefore, routings for these documents are explained by a legend extending across the last three columns.*

- (1) On the Document Routing Channels Chart (app. 8-I), the first column lists the documents alphabetically by functional group.
- (2) The next column is headed Co—PSD. An "X" in this column means the document is sent from company direct to the Personnel Service Division.
- (3) The third column is headed Co—Bn—PSD. An "X" in this column means the document is sent from the company to

battalion and then to the Personnel Service Division.

- (4) The last column is headed Co—Bn—Brig—PSD. An "X" in this column means the document is sent from company to battalion, to brigade, to the Personnel Service Division.
- (5) Whenever the word "Info" is used in a column following an "X" in a previous column, it means the document is sent direct to the unit specified by the "X" but an information copy of the basic document is sent to the headquarters, specified by the word "Info."

d. Separate divisional battalions will forward all documents they receive or initiate, which require higher headquarters approval, direct to the Personnel Service Division regardless of routing channels. Those explained by a legend will follow that route prior to going to the Personnel Service Division.

e. Separate nondivisional brigades may use appendix 8-I by eliminating the last column (Co—Bn—Brig—PSD) completely, all X's in that column to be transferred to the preceding column to read "Co—Brig." Documents or actions which require approval authority not delegated to the separate brigade will be forwarded to the brigade's next higher headquarters for necessary action.

f. The procedure in e above would also apply to a divisional brigade with its attached battalions, being supported by a second echelon support team, while detached from the division for separate operations.

g. If a divisional battalion is detached for separate operations and is being supported by a second echelon support team, all documents will go from company to battalion. The battalion will forward those requiring approval to the next higher headquarters.

* The document routing channels are those suggested for garrison or peacetime operation. Under combat conditions where attachments to brigades will change rapidly there will have to be modifications made to the routings. It is recommended that under combat conditions divisional brigades, except for Division Artillery and Support Command, be removed from the administrative chain completely, except for their headquarters companies. Thus under these conditions, the document routing channels, appendix 8-I, will be changed to eliminate the last column completely, all X's in that column to be transferred to the next column headed (Co—Bn—PSD). There will then be only two channels for the maneuver units, direct from company to PSD or from company to battalion to PSD. Division Artillery and Support Command will continue to operate as usual.

APPENDIX 8-I

DOCUMENT ROUTING CHANNELS

| Subject of document | Co PSD | Co bn PSD | Co bn brig PSD |
|--|-----------|--------------------------------------|-------------------------|
| 1. Absence (leave or pass). (Unit normally approves without referral except: | | | |
| a. Excess leave..... | X | | |
| b. All officers and headquarters staff NCO's..... | | As required by local policy. | |
| c. Countries outside CONUS..... | | X | |
| 2. Appointment or reduction of EM: | | | |
| a. Permanent appointment of EM..... | | Unit to appointing authority. | |
| b. Reduction of EM..... | | Unit to appointing authority. | |
| c. Temporary appointment of EM..... | | Unit to appointing authority. | |
| 3. Assignment, reassignment: | | | |
| a. Compassionate reassignment..... | | X | |
| b. Curtailment or extension of foreign service tour..... | X | Info | |
| c. Deferment from oversea levy..... | | X | |
| d. Exchange assignment..... | | X | |
| e. Intradivisional reassignment..... | | X | |
| f. Permissive assignment..... | | X | |
| g. Special assignments (MAAG, ROTC, etc.)..... | | As required by pertinent regulation. | |
| h. Volunteer for foreign service..... | X | Info | |
| 4. Awards and decorations: | | | |
| a. Awards and decorations other than Good Conduct Medal..... | | | X |
| b. Good Conduct Medal..... | X | | |
| 5. Classification actions: | | | |
| a. Army Language Testing..... | X | | |
| b. On-the-job training..... | X | Info | |
| c. Pro-pay, granting or withdrawal..... | X | Info | |
| d. Reclassification..... | | X | |
| e. Retest in Army Classification Battery..... | X | | |
| 6. Deaths: | | | |
| a. Casualty reports..... | | X | Info |
| b. Letters to next of kin..... | X | Info | |
| 7. Discharge, elimination or separation: | | | |
| a. Dependency discharge..... | | X | |
| b. Early separation..... | | X | |
| c. Elimination of homosexual..... | | X | |
| d. Elimination of unfit and unsuitable..... | | X | |
| e. Hardship discharge..... | | X | |
| f. Home of record, separation..... | X | | |
| g. Retirement (EM only)..... | X | Info | |
| h. Territorial separation..... | X | | |
| 8. Enlistment, reenlistment: | | | |
| a. Bar from reenlistment..... | | | X |
| b. Discharge and reenlistment..... | | X | |
| c. Extension of enlistment..... | | X | |
| d. Waiver for reenlistment..... | | X | |
| 9. Officer actions: | | | |
| a. Appointment RA officer and warrant officer..... | | | X |
| b. Appointment USAR officer and warrant officer..... | | | X |
| c. Branch transfer..... | | | X |
| d. Category declination or renewal..... | | | X |
| e. Elimination of substandard officer..... | | | X |
| f. Relief from active duty..... | | | X |
| g. Resignation..... | | | X |
| h. Retirement..... | | | X |
| i. Temporary promotion of officer and warrant officer..... | | | X |

DOCUMENT ROUTING CHANNELS—Continued

| Subject of document | Co PSD | Co bn PSD | Co bn brig PSD |
|---|---|--------------------------------------|-------------------------|
| 10. Pay actions: | | | |
| a. Advance pay..... | X | | |
| b. Advance travel pay..... | X | | |
| c. Allotment of pay..... | X | | |
| d. Partial pay..... | X | | |
| e. Pro-rate indebtedness to Government: | | | |
| (1) Under \$100..... | X | | |
| (2) Over \$100..... | | | X |
| f. Separate rations, start or terminate..... | X | | |
| g. Soldiers deposit withdrawal..... | X | | |
| 11. Reports: | | | |
| a. AWOL, inventory of personal property..... | X | | |
| b. AWOL reports..... | X | Info | Info |
| c. Commanders Evaluation Report..... | | Rater to indorser to unit CO to PSD. | |
| d. Desertion report..... | X | Info | Info |
| e. Enlisted Efficiency Rating..... | X | | |
| f. Morning Report..... | | X | Info |
| g. Officer Efficiency Report..... | As required by rater, indorser and review channels. | | |
| h. Personnel Daily Summary..... | | | X |
| i. USAR Officer Efficiency Report..... | As required by rater, indorser and review channels. | | |
| j. Verified Personnel Information Roster..... | X | | |
| 12. School or special training: | | | |
| a. Airborne training..... | X | | |
| b. Civil schools..... | Indorse by immediate and next higher command. | | |
| c. Officer Candidate School application..... | | | X |
| d. Ranger training..... | X | | |
| e. Service schools..... | | X | |
| f. Special Forces training..... | X | | |
| 13. Special actions: | | | |
| a. Army Emergency Relief..... | Headquarters with Army Emergency Relief Officer. | | |
| b. Change of name, service number, date of birth..... | X | | |
| c. Dependents ID cards..... | X | | |
| d. Dependents travel..... | X | | |
| e. Eligibility for mortgage insurance..... | X | | |
| f. Extract Record of Military Convictions..... | X | | |
| g. ID cards..... | X | | |
| h. ID tags..... | X | | |
| i. Letters of Indebtedness (Civilian and Military)..... | | As required by local policy. | |
| j. Medical/dental records..... | X | | |
| k. Medical examination and immunization notification..... | X | | |
| l. Orders, issuance of..... | | X | |
| m. Request for information..... | X | | |
| n. Retired Serviceman's Family Protection Plan..... | X | | |
| o. Security clearance..... | | X | |
| p. Social security number, new or change..... | X | | |
| q. Suspension of favorable personnel actions..... | X | Info | Info |

PART TWO. PROCEDURES

CHAPTER 9

PROCEDURES AT BRIGADE LEVEL

Section I. GENERAL

9-1. General. The operating procedures detailed in this chapter will be followed by personnel staff noncommissioned officers of brigade-size units to standardize and simplify procedures for implementing the division personnel support system. The procedures do not cover every conceivable type of personnel action, reports, etc., that could be initiated at company level and channeled through brigade headquarters. Rather, they represent the most common actions which will be routed through brigade headquarters.

9-2. Actions initiated at brigade level. The procedures to follow for actions initiated by brigade headquarters and headquarters companies (and required to be routed to the next higher headquarters) will be found in chapter 10. In those cases the brigade personnel staff NCO functions in relation to the headquarters and headquarters company exactly as the battalion personnel staff NCO functions in relation to the companies of the battalion.

9-3. Exceptions. If a request for some type of action is received that is not covered by a written procedure, the personnel staff NCO will check the applicable regulation(s). In case the meaning or the procedure to be followed is not clear, he will contact the Personnel Service Division for advice or guidance.

Section II. PERSONNEL MANAGEMENT PROCEDURES

Procedure 9-1-1

AUS AND USAR PROMOTION TO FIRST LIEUTENANT AND CHIEF WARRANT OFFICER (W2)

1. Reference.

- a. AR 135-155.
- b. AR 135-158.
- c. AR 624-115.
- d. AR 624-155.

2. Forms.

- a. DA Form 78 (Recommendation for Promotion of Officer).
- b. DA Form 2446-R (Request for Orders). This form will be reproduced locally on 8- by 10½-inch paper.
- c. DA Form 1049 (Personnel Action).

3. General. a. The brigade commander may be delegated authority to promote from second lieutenant to first lieutenant.

b. The authority to approve the promotion of warrant officer (W1) to chief warrant officer (W2) is delegated to the brigade commander.

c. The PSD will automatically furnish a partially completed DA Form 78 (Recommendation for Promotion of Officer) to the appropriate commander prior to the time the officer or warrant officer is eligible for promotion.

4. Procedure. a. Except for officers assigned to the brigade headquarters, the recommendation for promotion will be received with indorsements by the unit commander and the appropriate battalion commander. The recommendation for individuals assigned to brigade headquarters will be received direct from the PSD.

- (1) Check the S1 file to insure that no flagging action under AR 600-31 is in effect on the

individual. A recommendation will not be submitted while any investigation under AR 600-31 is in progress.

- (2) Verify individual's promotion eligibility, using data in the recommendation.
- (3) Submit the recommendation through the S1, to the brigade commander in accordance with staff procedure.

b. When the brigade commander has promotion authority, the approved recommendation will be forwarded to the PSD for publication of the promotion orders.

- (1) Prepare a request for orders which will be an inclosure to the approving indorsement (fig. 9-1-1.1) (temporary promotion only).
- (2) Prepare the appropriate indorsement approving or disapproving the recommendation. The indorsement must state that no investigation under AR 600-31 is in progress.
- (3) Dispatch the correspondence to the PSD after approval and signature in accordance with normal staff procedures.

c. When the brigade commander does not have promotion authority he will make a recommendation and forward the DA Form 78 as shown in b(2) and (3) above for action by the division commander.

d. When the brigade commander recommends disapproval of the promotion, the indorsement will indicate specific reasons for disapproval and will be forwarded to PSD for further action as required by AR 624-155.

| REQUEST FOR ORDERS (AR 310-10) | | DATE OF REQUEST 1 December 1961 |
|--|--|------------------------------------|
| TO | CO, 99th Inf Div, Ft Miller, Utah ATTN: AG-PSD | FROM: CO, 21st Inf Brigade |
| | | |
| | | |
| PART I | | |
| NAME OF FORMAT (Pages 65 thru 216, AR 310-10) TEMPORARY PROMOTION OF COMMISSIONED OFFICER | | TC NUMBER 301 |
| PART II | | |
| STANDARD NAME LINE (SNL) (Pages 219 and Fig 9, AR 310-10) LINGEN, THOMAS W 01923049 INF Co B 1st Bn 21st Inf Brigade Ft Miller Utah | | |
| PART III - USE SELECTED FORMAT AS MODEL | | |
| LEAD LINE (LL) | VARIABLE RESPONSES | |
| Grade (fr-to): DOR: AUS PED: | 2ND Lt to 1ST Lt 5 December 1961 5 December 1961 | |
| REQUESTER'S NAME (Typed or Printed) JOHN R. REDING Col, Inf Commanding | | SIGNATURE <i>John R. Reding</i> |

DA FORM 2446-R

REPLACES DA FORM 2446-R, 1 SEP 61, WHICH IS OBSOLETE.

Figure 9-1-1.1

Procedure 9-1-2

STRENGTH REPORTS

1. References. None.**2. Forms.**

- a. Suggested format (ch. 10, fig. 10-1-5.1)
- b. DA Form 2749-R (Punch Card Machine Work Request).

3. General. a. The brigade personnel staff NCO maintains current personnel statistical data on the major elements of the brigade. This is the principle source of current personnel strength data for use by the brigade staff. Suggested format for maintaining this data is shown in chapter 10.

b. If the brigade desires a consolidated brigade Personnel Inventory Report, the brigade personnel staff NCO will prepare a PCM Work Request to obtain the report from the PSD Machine Processing Unit. A sample of Punch Card Machine Work Request (DA Form 2749-R) is shown in figure 9-1-2.1.

c. Each battalion personnel staff NCO will furnish the brigade personnel staff NCO all company morning reports. These reports provide source of data to adjust brigade strength charts maintained in the S1 section. This will also provide the brigade with detailed strength data on each

organic unit and allow preparation of any required planning data without recourse to subordinate units

4. Procedure. a. Upon receipt of the unit morning reports from each battalion—

- (1) Transcribe the data from the morning report to the strength chart.
- (2) If required, furnish the unit morning reports to the brigade S1 for his information.
- (3) Prepare periodic extracts of the strength chart for the brigade staff as required by the S1.
- (4) Hand carry the morning reports to the PSD.

b. The monthly Personnel Inventory Report indicates the total personnel authorized and assigned by MOS, and projected gains and losses for 30, 60, and 90 days. Upon receipt of the Personnel Inventory Report—

- (1) Examine the projections in each MOS to evaluate the possibilities of future MOS shortages within the battalions.
- (2) Furnish the Personnel Inventory Report to the S1 for his information.

| | | | | |
|---|----------|--|---|--|
| PUNCH CARD MACHINE WORK REQUEST <small>(Submit in Duplicate) (AR 600-16)</small> | | DATE 13 Nov 1963 | MPU CONTROL NUMBER FOR MPU USE | |
| TO: Chief, Personnel Service Division ATTN: Administrative Machine Branch | | FROM: Commanding Officer 19th Infantry Brigade Fort Miller, Utah | | |
| 1. JOB REQUESTED (Check appropriate block.) <input type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> RECURRING | | 2. TITLE OF JOB Personnel Inventory Report | | |
| 3. PERSONNEL OR UNITS CONCERNED (Check applicable block(s).) | | | | |
| <input checked="" type="checkbox"/> OFFICER <input type="checkbox"/> WARRANT OFFICER <input checked="" type="checkbox"/> ENLISTED <input checked="" type="checkbox"/> ASSIGNED <input type="checkbox"/> ATTACHED <input type="checkbox"/> ABSENT <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> SUSPENSE DATA (Specify) <input type="checkbox"/> QUALIFICATIONS DATA (Specify) <input type="checkbox"/> OTHER (Specify) | | <input checked="" type="checkbox"/> UNIT(S) <input type="checkbox"/> DIVISION <input checked="" type="checkbox"/> BRIGADE <input type="checkbox"/> BATTALION <input type="checkbox"/> COMPANY <input type="checkbox"/> SECTION <input type="checkbox"/> DETACHMENT <input type="checkbox"/> OTHER (Specify) | | |
| 4. ADDITIONAL QUALIFYING DATA (Describe fully all necessary data or requirements to be used in the elimination or selection of the personnel or units indicated.) Include all units attached to the Hq 19th Infantry Brigade. | | | | |
| 5. SPECIFICATIONS | | | | |
| a. SERVICE REQUESTED | | | b. FREQUENCY | |
| <input type="checkbox"/> ROSTER/LISTING | COPIES | SEQUENCE | <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY <input type="checkbox"/> ONE-TIME <input type="checkbox"/> OTHER (Specify) | |
| <input checked="" type="checkbox"/> STATISTICAL REPORT | | | | |
| <input type="checkbox"/> PUNCHED CARDS | | | | |
| <input type="checkbox"/> OTHER (Specify) | | | | |
| Officer-Enlisted (Separately) DMOS Authorized Strength (By Grade) Assigned Strength (By Grade) Gains Losses (See Remarks) | | | | |
| c. DATA (Specify data to be indicated on cards, rosters/listings or reports.) | | | | |
| d. EFFECTIVE DATE (As of date) Last day of each month | | e. DUE DATE (See Note 4 on reverse.) 3rd work day | | |
| 6. DISTRIBUTION BY MPU (List each copy) | | | | |
| DESCRIPTION OF ITEM | COPIES | RECIPIENT | METHOD | |
| Tabulation | 3 | | Messenger | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

DA FORM 2749-R, 1 DEC 63

Figure 9-1-2.1.

DESCRIPTION OF USE (Include a brief statement of what the report will be used for.)

To apprise the Brigade Commander of his personnel situation.

REMARKS

1. Prepare a tabulation for officer and enlisted personnel assigned to units of this command by DMOS (4 digits).

2. Within each DMOS separate lines for authorized and assigned strength.

3. The assigned strength is further broken down by: (a separate line)

- a. Pro/pay/yes - PMOS-DMOS Same
- b. Pro/Pay/No - PMOS-DMOS Same
- c. Pro/Pay/No - PMOS-DMOS Different
- d. Pro/Pay/No - PMOS-DMOS Different

4. The assigned strength will be followed by separate lines for projected gains and projected losses for each of the three months following the effective date of the report.

5. Each line will indicate DMOS, Line title, grade spread, (totals by grade and aggregate) Line titles are as follows:

| PMOS | DMOS | | | | GRADE |
|------|------|--------|---------|----------------|----------|
| | XXXX | AUTH | | | XX |
| XXXX | XXXX | ASGD | P/P-YES | PMOS-DMOS SAME | XX XX XX |
| XXXX | XXXX | ASGD | P/P-NO | PMOS-DMOS SAME | XX |
| | XXXX | ASGD | P/P-YES | PMOS-DMOS DIFF | XX |
| | XXXX | ASGD | P/P-YES | PMOS-DMOS DIFF | XX |
| | XXXX | GAINS | 1st | MONTH | X |
| | XXXX | LOSSES | 1st | MONTH | |
| | XXXX | GAINS | 2nd | MONTH | |
| | XXXX | LOSSES | 2nd | MONTH | XX XX |
| | XXXX | GAINS | 3rd | MONTH | XX |
| | XXXX | LOSSES | 3rd | MONTH | XX |

(See Attached Copy)

TYPED NAME AND TITLE OF REQUESTING PERSONNEL

JOHN T. UNDERWOOD
Sgt
Personnel Staff NCO

SIGNATURE OF REQUESTING PERSONNEL

John T. Underwood

NOTES

1. Separate Work Requests are required for each job or parts thereof containing separate specifications.
2. Identified samples of completed job or report format may be submitted if deemed necessary.
3. The Personnel Service Division will return one copy of the Work Request as acknowledgment indicating action

- to be taken and any changes due to technical necessity.
4. "Due Date" is date completed work is due in the hands of the requesting agency. Consideration must be given to the volume of job and prior requirements placed on the Machine Processing Unit. Normally 72 hours will be the minimum time in which a punched card report can be prepared.

Figure 9-1-2.1-Continued.

Continuation of PCM Work Request (Remarks)

6. Indicate the net difference between authorized and assigned totals by grade.

7. Indicate the net difference between projected gains and projected losses for each period by grade.

Figure 9-1-2.1—Continued.

Section III. PERSONNEL ACTIONS AND PERSONAL AFFAIRS PROCEDURES

Procedure 9-2-1

OFFICER EFFICIENCY REPORTS

1. References.

- a. AR 623-105.
- b. AR 140-143.

2. Forms.

- a. DA Form 67-5 (U.S. Army Officer Efficiency Report).
- b. Suggested format (ch. 10, fig. 10-2-2.1).

3. General. a. Major subordinate commands of the division should have published directives establishing rater/indorser/reviewer relationships for officer efficiency reports by TOE position titles.

b. U.S. Army Officer Efficiency Reports (DA Form 67-5) will be received from either the PSD or the attached battalion in a sealed envelope attached to a letter of instructions. The brigade personnel staff NCO will provide necessary controls over the report to insure that it is completed by the appropriate officers within the time allotted by the PSD.

c. The counseling of officers required by AR 623-105 is a specific responsibility of the individual's rating officer. The personnel staff NCO,

according to command policies, may be required to prepare periodic notices for the brigade staff that such counseling is required.

4. Procedure. a. When an efficiency report is received from the PSD or attached battalion for completion—

- (1) Verify the accuracy of the indicated rater, indorser, and reviewer, based on the assignment of the rated officer and the designated rater/indorser/reviewer relationships in the brigade.
- (2) Complete the appropriate entries on the control sheet and dispatch the report to the appropriate officer. See figure 10-2-2.1 for a sample control sheet.

b. Completed reports or reports requiring indorsement or review by an officer at division headquarters will be transmitted in a sealed envelope to the PSD.

c. Contact the personnel staff NCO at the next subordinate echelon whenever it is necessary to clarify a rater/indorser relationship on an efficiency report prepared at that echelon.

Procedure 9-2-2

REPORT FOR SUSPENSION OF FAVORABLE PERSONNEL ACTION

1. Reference. AR 600-31.

2. Form. DA Form 268 (Report for Suspension of Favorable Personnel Actions).

3. General. *a.* The establishment of flagging action on security cases under paragraph 3a, AR 600-31, will be effected only by division headquarters.

b. Flagging action on nonsecurity cases involving officers or warrant officers on active duty, or reserve officers and warrant officers on active duty as enlisted men, will be accomplished by the PSD. Where actions of the nature outlined in paragraph 3b and c, AR 600-31 have occurred, a report will be made to the GCM authority by the commander having cognizance of the circumstances. Flagging actions will be initiated by GCM authority, if appropriate, based on the report of the cognizant commander.

c. Flagging action on enlisted personnel, other than those holding reserve commissions or warrant officer appointments, normally will be initiated by the soldier's unit commander. However, any agency conducting an investigation may initiate flagging action.

d. The brigade personnel staff NCO will handle the administrative processing incident to a Report of Suspension of Favorable Personnel Actions received in brigade headquarters.

- (1) The S1 and the commander should be kept informed of the status of each flagging action within the command under paragraph 3a, AR 600-31.
- (2) A suspense file should be maintained to insure the submission of interim reports on the schedule required by AR 600-31.
- (3) DA Form 268 must be verified to insure the appropriateness of the flagging action.

4. Procedure. *a.* Upon receipt of an information copy of DA Form 268, determine the reason for flagging action and the headquarters controlling the action.

- (1) Cases controlled by the division commander or other agencies outside the brigade—
 - (a) Contact the battalion personnel staff

NCO concerned to insure he has received notice of flagging action.

- (b) Determine the nature and status of the situation requiring establishment of flagging action.
 - (c) Furnish DA Form 268 to the S1 and give him a verbal briefing on the situation.
 - (d) File the DA Form 268 in a special folder established for this purpose in the S1 files. Remove initial or interim reports from the file only when final action has been taken and flagging action removed. This file should at all times indicate the flagging actions currently in effect within the brigade.
- (2) Cases controlled by units within the brigade—
- (a) Verify completeness of the DA Form 268 and appropriateness of the flagging action under command directives.
 - (b) Advise the S1 of unusual cases or cases deserving immediate command attention under local policy.
 - (c) File brigade copy of the DA Form 268 in the S1 file established for this purpose (a(1)(d) above).
 - (d) Place an informal note in the S1 suspense file indicating due date of next interim report.

b. Interim reports should be submitted by the commander controlling the flagging action in accordance with the schedule in AR 600-31. When an interim report is due as evidenced by the informal memorandum in the suspense file the personnel staff NCO will—

- (1) Check the S1 file to determine if flagging action is still current and if an interim report has been received.
- (2) If the flagging action is still in effect and no interim report has been received, the controlling commander should be contacted to determine status of the case.
- (3) An interim or final report must be submitted by the commander controlling flagging action in accordance with AR 600-31.

Section IV. GENERAL ADMINISTRATION

Procedure 9-5-1

REQUEST FOR SPECIAL ORDERS

1. **Reference.** AR 310-10.

2. **Form.** DA Form 2446-R (Request for Orders).

3. **General.** a. The brigade commander may publish those routine, combat, and courts-martial orders normally issued by a brigade except for—

- (1) Special orders.
- (2) Letter orders.

b. Special orders for the division are issued only at the PSD. Organizations requiring special orders will request such orders from the PSD and will furnish the essential elements of the order, i.e., standard name line, lead lines, and responses appropriate to the type of order required (Procedure 10-5-1).

c. The majority of special orders required to accomplish a specific personnel action will be issued

automatically by the PSD upon approval of the action. When an organization below division headquarters has approving authority for an action requiring special orders, the orders must be specifically requested. The PSD will establish a schedule for the submission of requests for special orders.

d. Normally, special orders effecting intrabrigade reassignments directed by the brigade commander will not be requested with an effective date earlier than 2 days subsequent to date of approval. Requests for orders with an earlier effective date will be coordinated with the Chief, Personnel Management Branch in the PSD.

4. **Procedure.** The procedure governing a request for orders for the brigade personnel staff NCO is the same as for the battalion personnel staff NCO (ch. 10, Procedure 10-5-1).

CHAPTER 10

PROCEDURES AT BATTALION LEVEL

Section I. GENERAL

10-1. General. Operating procedures detailed in this chapter will be followed by personnel staff noncommissioned officers of battalion sized units in order to standardize and simplify procedures for implementing the division personnel support system. The procedures contained herein do not cover all personnel actions initiated at company level and channeled through battalion headquarters; only the most common of these are discussed.

10-2. Exceptions. *a.* If a request for some type of action is received that is not covered by a written procedure, the personnel staff noncommissioned officer will refer to the applicable regulation(s). If the meaning or the procedure to be followed is not clear, he will contact the Personnel Service Division for advice and guidance.

b. If the routing of a document is not listed on the document routing channels chart (app. 8-I) the personnel staff noncommissioned officer will contact the personnel staff noncommissioned officer at his next higher headquarters for advice and assistance.

10-3. Separate battalions. Separate battalions will in both cases deal direct with the Personnel Service Division.

Section II. PERSONNEL MANAGEMENT

Procedure 10-1-1

ENLISTED APPOINTMENTS

1. Reference. AR 624-200.

2. Form. Quota Letters for Temporary Appointment.

★3. General. *a.* Allocations for the temporary appointment of enlisted personnel will be made by the PSD to the battalion. The method of selecting the soldiers to fill these allocations is determined by the appointing authority, with the exceptions of appointments to grades E-8 and E-9. Individuals recommended for appointments to these grades must appear before an Appointment Board (see Procedure 3-28, AR 600-16). The appointing authority may allocate the appointment to the units of his command or require appointments to be made from all eligibles within the battalion. The actual selections from the eligible soldiers who were recommended may be accomplished with or without a selection board for grades E-4 through E-7. The purpose of a board is to assist the commander in selecting the best qualified individuals to be appointed from within the battalion. Only soldiers meeting the DA appointment criteria in AR 624-200 and the appointment quota letter are to be recommended to the board. The criteria to be used by the board in selecting soldiers for appointments are determined by local command policy. Only personnel recommended for appointment to grades E-8 or E-9 must appear before a selection board. This may be at battalion or higher level depending on division policy.

b. Permanent appointments are based solely on time in grade. When a soldier has sufficient time in grade, that grade will automatically become permanent. The necessary warrants for NCO's will be issued by the PSD. (Automatic permanent appointments above the grade of E-3 apply only to Regular Army personnel.)

4. Procedures. *a.* The battalion commander will determine the method of distribution of appointment allocations.

b. When allocations are to be made to each unit the personnel staff NCO—

(1) Prepares a letter (fig. 10-1-1.1) to each unit commander listing his appointment allocation for the month and MOS to which appointments cannot be made.

(2) Furnishes the list of eligible and ineligible individuals received from the PSD to the units concerned.

(3) Requires submission of the recommendations for appointments to the battalion S1 section, and establishes the latest date they will be accepted.

c. Upon receipt of the recommendations from the units—

(1) Forwards the recommendations for grade E-4 to the PSD for verification of eligibility.

Note. Upon receipt of the recommendations from the PSD, returns them to the units for publication of appointment orders.

(2) Retains all recommendations for grade E-5 and above (with the exception of E-8 and E-9 recommendations) until soldiers to be appointed have been selected by the battalion commander.

(3) Forward the recommendation for appointment to grades E-8 and E-9 to the PSD, after they have been approved by the battalion commander.

Note. Local policy may require that appointments to grades E-8 and E-9 be accomplished at division level.

(4) Advise eligible individuals prior to their selection or recommendation for appointments to grades E-7 through E-9 of the provisions of AR 624-200 which requires soldiers to serve an additional 2 years active duty on appointment to such grades prior to being eligible for retirement, unless at the time of appointment they are eligible to retire in the same or higher pay grade or fall within the scope of the exceptions listed in AR 635-230.

- (5) Forwards the names of those elected for appointment by the battalion commander to the senior management specialist of the appropriate composite team for verification of eligibility and initiation of request for orders.

d. The following procedures apply when selection of soldiers to be appointed is made by a battalion selection board:

- (1) Requests recommendations from the unit commanders (may be made informally by telephone or by letter).
- ★(2) Follows the same procedure as outlined in c(3) above.
- (3) Informs the president of the board of the suspense date established for recommendations to be submitted to battalion headquarters.

- (4) Determines what additional information concerning the soldiers being recommended may be required by the board. Obtains this additional information so it will be available on the date the board is scheduled to convene.
- (5) Furnishes the president of the board with the recommendations and any additional data required by local policies for the board's consideration.
- (6) Notifies the appropriate first sergeant of date, time, place, and uniform for the board meeting.
- (7) Selections of the board must be approved by the battalion commander in accordance with unit procedure.
- (8) Follows procedure outlined in c(5) above.

HEADQUARTERS
1ST BATTALION, 19TH INFANTRY
FORT MILLER, UTAH

S-18 Feb 1964

25 Jan 1964

SUBJECT: Quota for Temporary Appointments to Pay Grades E-4 through E-9

TO: Commanding Officer
Co B, 1st Bn, 19th Inf
Fort Miller, Utah

1. Reference: AR 624-200.

2. Authority is granted for you to effect temporary appointments during the month of Feb 64 to the grades indicated. Appointments against this quota will be accomplished only when personnel meet the criteria set forth in reference cited in paragraph 1 above. Return the names of the selected soldiers to be appointed to this headquarters prior to the publication of orders.

E-4
3

3. Authority has been granted to this headquarters to effect temporary appointments during the month of Feb 64 to the grades indicated below with the exceptions of grades E8 and E9. Individuals names eligible for appointment to these grades are attached. Recommendations for these individuals should reach this headquarters NLT 5 Feb 64. Appointments against the quota listed below will be accomplished only when personnel meet the criteria set forth in reference cited in paragraph 1 above. Recommendations for appointment to grades E-5 through E-7 will be in this headquarters NLT 18 Feb 1964.

E-9
2

E-8
2

E-7
1

E-6
3

E-5
2

★Figure 10-1-1.1.

SUBJECT: Quota for Temporary Appointments to Pay Grades E-4 through E-9

4. Appointments to the following grades in the listed MOSs will not be made:

E-9 (Only eligible personnel listed on attached roster)

E-8 (Same applies for this grade)

E-7 (Same applies for this grade)

E-6 073, 074, 078, 122, 141, 151, 177, 178.

E-5 464, 645, 511, 518, 524, 525, 542.

FOR THE COMMANDER:

* 1 Incl
Roster of eligible pers

Paul L. Lindquist
PAUL L. LINDQUIST
Capt, Inf
Adjutant

*No Sample Provided

★Figure 10-1-1.1—Continued.

Procedure 10-1-2

QUARTERLY SAMPLE SURVEY OF MILITARY PERSONNEL

1. References.

- a. AR 600-45.
- b. DA Pam 600-8.

2. Form. DA Form 1558-series (Sample Survey of Military Personnel).

3. General. a. The DA Form 1558-series survey forms required to be completed by certain military personnel selected individually on the basis of the last two digits of the service number. The survey is designed to provide Department of the Army with data for planning, establishing personnel policies, and determining attitudes, opinions, and characteristics of Army personnel.

b. The survey of enlisted personnel will be administered at battalion level under the supervision of an officer detailed by the S1 for this purpose. Officers will be surveyed individually. Instructions for the personnel who will control the survey will be provided by the PSD.

c. The battalion personnel staff NCO is responsible for the following tasks:

- (1) Coordination of administrative details between the PSD and units concerned.
- (2) Orientation of the officer supervisor and enlisted monitors in all phases of their duties.
- (3) Arranging for a suitable building or area to be used for the administration of the survey.

4. Procedure. a. The personnel management specialist at the PSD will notify the personnel staff NCO of the names of the personnel to be surveyed and the date and time the PSD representative will be prepared for the survey. The necessary forms for administration of the survey will be furnished by the PSD. Upon receipt of this information the personnel staff NCO must make arrangements for the administration of the survey to the designated enlisted personnel.

- (1) Arrange for the use of a suitable building for the time and date the survey is to be accomplished. The battalion classroom or a mess hall may be used.
- (2) Notify the personnel management specialist at the PSD of the place at which the survey will be administered.
- (3) Furnish all first sergeants the names

of the personnel to be surveyed and the time, date, and place the survey is to be administered.

- (a) Obtain a list of the personnel who will not be present for the survey, and the reason for absence, from the first sergeant of each unit.
- (b) Furnish the personnel management specialist at the PSD the names of persons who are not available and the reasons for their absences.
- (4) Obtain from S1 the name of the battalion officer who has been designated to supervise the survey. Advise this officer that—
 - (a) He has been designated to supervise the survey, and give him the time, date, and place of the survey.
 - (b) He may study AR 600-45 and DA Form 1558-series to become familiar with required actions and duties.
 - (c) He will have a sufficient number of NCO (grade E-6 or over) monitors to assist him in the administration of the survey ((5) (a) below).
 - (d) The PSD will furnish one personnel management specialist and the 201 files of all individuals being surveyed.
 - (e) The personnel management specialist will return all DA Form 1558-series and 201 files to the PSD.
- (5) Prorate the number of monitors needed by the personnel management specialist according to the ability of the units in the battalion to furnish NCO's.
 - (a) Request each unit commander to furnish the number of NCO monitors required.
 - (b) Request the monitors be made available to the personnel staff NCO to receive an orientation prior to administration of the survey.
 - (c) Orientation should include procedures, administrative instructions, and a discussion of each item on the questionnaire.

b. Officers selected for the survey may be processed on an individual basis. Normally only two

or three officers of the battalion will be required to complete a survey form. The personnel staff NCO—

- (1) Establishes a suspense date to insure return of the questionnaire as required by the PSD.
- (2) Checks the completed questionnaire to

insure each item has a response (if applicable).

- (3) Dispatches the completed questionnaires in a sealed envelope direct to the PSD in accordance with instructions furnished by the personnel management team specialist.

Procedure 10-1-3

RECLASSIFICATION

1. References.

- a. AR 40-501.
- b. AR 195-11.
- c. AR 601-275.
- d. AR 611-201.
- e. AR 611-203.
- f. AR 624-200.

2. Forms.

- a. DA Form 1049 (Personnel Action).
- b. DD Form 95 (Memo Routing Slip).

3. General. a. The majority of individual classification and reclassification actions are conducted directly between the PSD and the commander of the organization to which soldier is assigned.

b. The classification authority is the division commander who is also custodian of the personnel records for all personnel assigned to the division. Classification boards will be appointed by the classification authority for each battalion, if required. Classification boards are not restricted to handling cases from the organization providing the membership of the board, and will act on any case forwarded to the board by the classification authority.

c. The battalion commander will nominate personnel for membership on classification boards in response to a request from the PSD. The provisions of AR 611-203 will be applied to the selection of members for the board. Boards are responsive to the requirements of the appointing authority, but will forward Reports of Board Proceedings through the battalion commander of the respondent.

4. Procedure. a. Upon receipt of a request for reclassification action from the unit, the personnel staff NCO will—

- (1) Determine whether classification board action is required, and if so—
 - (a) Determine whether reclassification is appropriate under current DA policies.

- (b) Check MOS recommended for award against the unit TOE to insure it is authorized in the unit and in AR 611-201 for the soldier's grade.

- (c) Inform the battalion commander a classification board should be convened.

- (d) After the battalion commander has made his recommendations, forward the DA Form 1049 to the senior personnel management specialist in the PSD.

- (2) If classification board action is *not* required, follow the procedure in (1)(a) and (b) above and—

- (a) Recommend appropriate action on the request to the battalion commander.

- (b) Return disapproved requests to initiating unit and direct the reassignment, change of duty, etc. or

- (c) Forward approved requests to the PSD without comment.

b. If a classification board is convened, the report of the board proceedings will be transmitted by the president of the board through the battalion commander to the PSD.

- (1) When the battalion commander believes additional consideration should be given to a case, he may so advise classification authority, using letter of transmittal of board proceedings.

- (2) The PSD acting for the classification authority will consider the board recommendations and publish any required orders.

c. When a soldier has OJT status for 120 days and has not qualified for award of the MOS, the PSD will initiate an individual inquiry to determine the status of the soldier. The personnel staff NCO will brief the S1 and forward the correspondence to the unit commander for necessary action.

Procedure 10-1-4

REQUEST FOR REASSIGNMENT

1. Reference. AR 614-6.

2. Forms.

- a. DD Form 95 (Memo Routing Slip).
- b. DA Form 1049 (Personnel Action).

3. General. a. Requests for reassignment submitted by enlisted personnel are transmitted through battalion to the PSD. The battalion commander recommends approval by deletion of the "THRU" address on the request. Comment is not required unless disapproval is recommended or additional information is furnished.

b. Requests for reassignment submitted by officers will be transmitted through battalion and brigade to the PSD.

c. The battalion personnel staff NCO's responsibilities are to insure that the request conforms to division policies and to formulate a recommendation on each request for approval by the commander.

4. Procedure. a. Upon receipt of request—

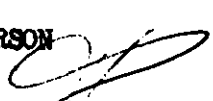
- (1) Examine the correspondence for completeness and conformance with division policies.
- (2) Check the unit commander's recommendation to determine any unusual aspects of the request; e.g., a problem which could be resolved by the battalion commander without reassignment of soldier; a re-

assignment that can be effected by battalion; situations reflecting poor morale within the command; etc.

- (3) Determine from the battalion MOS Inventory Report if the soldier's MOS is currently critical in the battalion. When a soldier requests reassignment and his MOS is critical, or will be critical in 30 to 90 days, the requested reassignment normally is not forwarded with a recommendation for approval.
- (4) If approval is recommended, write a DD Form 95, (fig. 10-1-4.1) or informal note for the S1 and line out the "THRU" address on the unit commander's comment.
- (5) If disapproval is recommended on a request for transfer out of the battalion, write proposed comment to division and submit to S1 for approval prior to final typing.

b. If reassignments to be effected within the battalion are approved by the battalion commander within established division policies, orders are requested in accordance with Procedure 10-5-1.

c. Reassignments between elements of the battalion which are disapproved are returned to the soldier through his unit commander.

| MEMO ROUTING SLIP | | NEVER USE FOR APPROVALS, DISAPPROVALS, CONCURRENCES, OR SIMILAR ACTIONS | | ACTION | |
|---|----|---|-------------------|--------|--|
| 1 TO | S1 | INITIALS | CIRCULATE | | |
| | | DATE | COORDINATION | | |
| 2 | | | FILE | | |
| | | | INFORMATION | | |
| 3 | | | NOTE AND RETURN | | |
| | | | PER CON-VERSATION | | |
| 4 | | | SEE ME | | |
| | | | SIGNATURE | | |
| REMARKS 1. MOS 112.10 Bn Auth: 12 Bn Asg: 16 2. EM does not hold a critical MOS and is not a key person. 3. Recommend approval. 4. Lineout the address and initial, if you approve. | | | | | |
| FROM | | DATE | | PHONE | |
| MSOT PEARSON  | | 2 Dec | | | |

DD FORM 95
1 OCT 60

REPLACES PREVIOUS EDITION.

GPO 1961-600239

Figure 10-1-4.1.

Procedure 10-1-5

STRENGTH REPORTS

1. Reference. AR 335-60.

2. Forms.

a. DA Form 1 (Morning Report).

b. DA Form 2471 (Miscellaneous Strength Report).

3. General. *a.* The battalion personnel staff NCO maintains current personnel statistical data on the major elements of the battalion. This is the principal source of current personnel strength data for battalion staff use.

b. A Personnel Inventory Report (Parts II and IV) will be furnished monthly to the battalion commander by the PSD. This report will reflect the authorized and actual strength of the battalion and its companies in each MOS, and projected 30-, 60- and 90-day losses. The Personnel Inventory Report will provide a source of data for determining current and projected MOS shortages and overages within the battalion.

c. Unit morning reports will be submitted daily to the battalion personnel staff NCO (except on nonduty days). The personnel staff NCO will distribute all morning reports to higher headquarters for the reporting elements of the battalion. A definite time must be established for receipt of morning reports in battalion headquarters in order to allow a spot check of the reports before the first scheduled messenger is available to hand-carry the reports to the PSD. No delay can be tolerated in the processing of the unit morning reports at the PSD. Any reports delayed at unit or battalion level will be hand-carried direct to the PSD by special messenger.

4. Procedure. *a.* Morning reports will be hand-

carried from the unit to the battalion personnel staff NCO who—

- (1) Verifies the strength section of the morning report by comparison between the preceding day's strength and the current morning report remarks. Inaccuracies must be reconciled with the unit clerk immediately.
- (2) Extracts necessary information from the morning reports in order to post the battalion strength chart.
- (3) Groups all unit morning reports, checks to insure sufficient copies have been provided and all units have submitted reports. Dispatches all unit morning reports to the PSD according to local procedure.
- (4) Posts the battalion daily strength chart (fig. 10-1-5.1).

Note. In cases where the battalion is assigned to a brigade the morning reports will be routed through the brigade staff NCO so strength figures may be extracted.

b. When the Personnel Inventory Report is received from the PSD, the personnel staff NCO—

- (1) Transcribes the projected loss data from Part II to the Battalion Daily Strength Chart.
- (2) Examines the projections of gains and losses in each MOS within the battalion.
- (3) Furnishes the Personnel Inventory Report to the S1 for determination of existing critical MOS's and personnel shortages.
- (4) Uses the information in the Personnel Inventory Report for evaluating the effect of individual personnel actions on the MOS strength of the unit concerned.

BATTALION DAILY STRENGTH CHART

| STATUS | H/H CO | | | COMPANY A | | | COMPANY B | | | COMPANY C | | | TOTAL | | |
|--------------------|--------|----|----|-----------|----|----|-----------|----|----|-----------|----|----|-------|----|----|
| | OFF | WO | EM | OFF | WO | EM | OFF | WO | EM | OFF | WO | EM | OFF | WO | EM |
| AUTHORIZED | | | | | | | | | | | | | | | |
| ACTUAL | | | | | | | | | | | | | | | |
| PRESENT FOR DUTY | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| HOSPITAL | | | | | | | | | | | | | | | |
| LEAVE | | | | | | | | | | | | | | | |
| AWOL | | | | | | | | | | | | | | | |
| CONF | | | | | | | | | | | | | | | |
| INTRANSIT | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| PROJECTED 30 DAYS: | | | | | | | | | | | | | | | |
| GAINS | | | | | | | | | | | | | | | |
| LOSSES | | | | | | | | | | | | | | | |
| O/S | | | | | | | | | | | | | | | |
| PROJECTED 60 DAYS: | | | | | | | | | | | | | | | |
| GAINS | | | | | | | | | | | | | | | |
| LOSSES | | | | | | | | | | | | | | | |
| O/S | | | | | | | | | | | | | | | |
| PROJECTED 90 DAYS: | | | | | | | | | | | | | | | |
| GAINS: | | | | | | | | | | | | | | | |
| LOSSES | | | | | | | | | | | | | | | |
| O/S | | | | | | | | | | | | | | | |

Figure 10-1-5.1.

Procedure 10-1-6
COMMANDER'S EVALUATION REPORT

1. References.

- a. AR 611-201.
- b. AR 611-203.
- c. AR 611-205.

2. Form. DA Form 2166 (Commander's Evaluation Report).

3. General. The Commander's Evaluation Report (DA Form 2166) is used for evaluating each eligible individual's job performance and supervisory or technical abilities. Because chapter 2, AR 611-205, requires that each DA 2166 be reviewed, a rater/indorser/reviewer relationship roster for the battalion may be required (fig. 10-1-6.1). It may be prepared in accordance with local policy.

4. Procedure. a. Upon receipt of a DA Form 2166 requiring review, the PSNCO will—

- (1) Determine the reviewing officer.
- (2) Prepare Section III for the reviewing officer's signature.
- b. Upon receipt of DA Form 2166 requiring indorsement and review, the PSNCO will—
 - (1) Determine the indorser.
 - (2) Furnish the indorser with the DA Form 2166 and instructions to review appendix II; AR 611-205 prior to making his evaluation.
 - (3) Upon completion of DA Form 2166 by the indorser, follow the procedure in a above.
- c. When the indorsing and/or reviewing officers have completed DA Form 2166, check to insure it has been completed by the proper individuals and check all entries for accuracy.
- d. Send the completed forms to the unit orderly room.

-----BATTALION
 RATER/INDORSER/REVIEWER ROSTER

| <i>Positions to be rated</i> | <i>Rater</i> | <i>Indorser</i> | <i>Reviewing officer</i> |
|----------------------------------|-----------------|-----------------|--------------------------|
| Platoon member..... | Plt sgt..... | Plt off..... | CO |
| Plat sgt..... | Plt off..... | CO..... | Bn CO/XO |
| Supply sgt..... | Supply off..... | CO..... | Bn CO/XO |
| Mess sgt..... | Mess off..... | CO..... | Bn CO/XO |
| 1st sgt..... | XO..... | CO..... | Bn CO/XO |
| Co clk..... | 1st sgt..... | CO..... | Bn CO/XO |
| SMaj..... | Adj/XO..... | XO/Bn CO..... | Bn CO, brigade CO |
| PSNCO..... | Adj/XO..... | XO/Bn CO..... | Bn CO, brigade CO |

Note. This is a suggested format only.

Figure 10-1-8.1.

Section III. PERSONNEL ACTIONS AND PERSONAL AFFAIRS PROCEDURES

Procedure 10-2-1

LEAVE

1. References.

- a. AR 600-290.
- b. AR 630-5.

2. Forms.

- a. DA Form 31 (Request and Authority for Absence).
- b. DA Form 1049 (Personnel Action).

3. General. a. Detailed procedures for processing ordinary leave depend principally on the leave policies of the division commander. The internal procedures in paragraph 4 are suggested as meeting the broad requirements for control of leave by unit commanders.

b. Requests for leave outside the continental United States are initiated by the individual and submitted through his unit commander and the battalion headquarters to the PSD. The battalion personnel staff NCO must be familiar with published DA restrictions on visits to foreign countries and the administrative travel restrictions imposed on military personnel.

c. Requests for ordinary leave submitted by senior NCO's on the battalion staff normally are processed through the staff officer concerned to the unit commander for approval. The critical position occupied by the battalion personnel staff NCO requires that the battalion commander be informed when an extended absence is requested by the personnel staff NCO. This information may be conveyed through the S1 or the battalion sergeant major, according to local policy.

4. Procedure. a. Requests for ordinary leave

from battalion staff officers and unit commanders are processed through the battalion personnel staff NCO and the S1. The battalion commander normally approves these absences personally. Prepare a memo routing slip and route the leave request through the S1 to the battalion commander for approval, and to the battalion sergeant major for distribution.

b. A request for ordinary leave outside of CONUS is normally the only type of leave request that will originate with the enlisted man and be routed through the battalion for a recommendation (Procedure 11-2-4). Upon receipt of such a request, the PSNCO—

- (1) Determines if there is sufficient time for the PSD to process the request prior to the desired date of leave.
- (2) Checks the countries listed in AR 600-290 for any special requirements for entry of military personnel into the country. The applicant should indicate that he is aware of any special entry requirements for the country to be visited.
- (3) Routes the request for approval in accordance with unit policy. Approval is recommended by deletion of the "THRU" addressee in accordance with normal correspondence procedures. Recommendations for disapproval require a comment indicating the reason for such recommendation.
- (4) Forwards the request to the PSD for approval.

Procedure 10-2-2

OFFICER EFFICIENCY REPORTS

1. References.

- a. AR 623-105.
- b. AR 140-143.

2. Forms.

- a. DA Form 67-5 (U.S. Army Officer Efficiency Report).

- b. Suggested format (Officer Efficiency Report Control Sheet) (fig. 10-2-2.1).

3. General. a. Major subordinate commands of the division should have a published directive establishing the rater/indorser/reviewer relationship for officer efficiency reports by TOE position title.

b. Officer efficiency reports normally will be received from the PSD in a sealed envelope attached to a letter of instructions. It is the battalion personnel staff NCO's responsibility to provide the necessary controls over the report to insure it is completed within the time allotted by the PSD.

c. The final preparation of officer efficiency reports is the responsibility of the officer accomplishing the report. Normally, the officer will have clerical assistance available. Occasions will arise where either the battalion commander, a member of the battalion staff, or a unit commander, may require clerical assistance to complete the report. This assistance is rendered by the personnel staff NCO, when required.

d. When an efficiency report is transmitted to the brigade headquarters for reviewer or indorser

action, the responsibility for control of the report passes to the brigade personnel staff NCO.

4. Procedure. a. When an efficiency report is received from the PSD for completion, the personnel staff NCO—

- (1) Verifies the accuracy of the indicated rater, indorser, and reviewer, based on the assignment of the rated officer and the designated rater/indorser relationships in the battalion.
- (2) Completes the appropriate entries on the control sheet and dispatches the report to the rating officer (fig. 10-2-2.1).

b. When a unit commander desires that an efficiency report be completed outside the unit orderly room, he should make such arrangements informally with the S1 or with the personnel staff NCO. The personnel staff NCO will—

- (1) Have the report typed in final form on the DA Form 67-5 provided by the PSD.
- (2) Make an appropriate entry on the control sheet.
- (3) Prepare a memo routing slip and return the completed report to the unit commander in a sealed envelope for signature and forwarding to the indorsing officer.

c. Reports requiring indorsement or review at brigade headquarters should be transmitted in sealed envelopes to the brigade staff NCO by memo routing slip.

OFFICER EFFICIENCY REPORT CONTROL SHEET

[illegible]

Figure 10-2-2.1.

Procedure 10-2-3

OFFICER PERIODS OF SERVICE ON ACTIVE DUTY

1. **Reference.** AR 135-215.

2. **Form.** DA Form 1049 (Personnel Action).

3. **General.** *a.* All officers of the Reserve Components serving on active duty who have a specified active duty commitment will be contacted by the PSD 8 months prior to expiration of the period of active duty. The officer may submit an application for additional active duty, or a declination of further active duty, at that time. If the officer desires to wait, he will again be contacted by the PSD 4 months prior to the expiration of his active duty. At this time he will be required either to apply for additional service on active duty or to decline further active duty.

b. The battalion staff NCO will control all actions concerning the periods of active duty for Reserve officers. The preparation of either an application for or a declination of further active duty will be accomplished at battalion headquarters.

c. The battalion S1 will personally counsel all officers submitting a statement of declination of further active duty to insure the officer has been provided all available information relative to an Army career. All applications and declinations will be forwarded through the immediate commanding officer and will be indorsed and personally signed by each commanding officer in the chain of command to the division headquarters.

4. **Procedure.** *a.* An officer desiring to extend his period of active military service may initiate a request through his immediate commanding officer. The personnel staff NCO will—

- (1) Prepare the appropriate statement, according to the desires of the officer, on DA Form 1049, in original and 5 copies, using the format specified by AR 135-215. The

officer must sign at least 2 copies of the request.

- (a) Advise unit officers to submit their requests through their unit commanders.
- (b) A unit commander or an officer of the battalion staff should submit the request to the battalion commander. The officer should sign the request and leave it for the S1.
- (2) Submit the officer's request to the S1 for the recommendation of the battalion commander.
- (3) When disapproval of the request is recommended, detailed reasons to support the recommendation will be provided in the forwarding comment. The application will then be submitted to the applicant for comment in accordance with paragraph 8b, AR 135-215.
- (4) Prepare the appropriate comment on the request for the personnel signature of the battalion commander.
- (5) Upon authentication of the comment—
 - (a) Remove 1 copy of the correspondence for the S1 file.
 - (b) Forward original and 4 copies of the correspondence to the next higher headquarters in the chain of command. Normally the next higher headquarters will be the brigade headquarters.
- b.* An officer who does not desire to apply for further active duty will be required to sign a statement of declination as specified in AR 135-215. The statement will be processed as provided in paragraph 4a except that commanders are not required to make recommendations.

Procedure 10-2-4

RECOMMENDATION FOR DISCHARGE—UNFITNESS

1. Reference. AR 635-208.

2. Forms. None.

3. General. A recommendation for discharge due to unfitness for military service is initiated by the unit commander and submitted to the battalion commander. The battalion personnel staff NCO will process the recommendation to insure it is in conformance with Army regulations and local command directives and will prepare administrative interpretations and guidance for use by unit clerks.

4. Procedure. *a.* The S1 file will indicate that flagging action under AR 600-31 is currently in effect on the soldier concerned. Direct flagging action will be taken by the unit commander immediately, if it is not already in effect.

b. Recommendations received from units must be carefully checked against the requirements of AR 635-208. The following evidence submitted with the recommendation is particularly subject to error and should be reviewed carefully:

- (1) Statements of character or statements relating incidents should be sworn statements.
- (2) All statements, other than statements by an officer, should be witnessed by an officer.
- (3) Affidavits or certificates should be inclosed when it would be impossible to obtain an individual's personal testimony.

c. Corrections or additions to the recommendation should be handled informally and as expeditiously as possible.

d. Submit the unit commander's recommendation and any appropriate comments to the battalion commander. The commander may—

- (1) Disapprove the recommendation and direct reassignment of the soldier within the battalion.
- (2) Disapprove the recommendation and direct resubmission under AR 635-209.
- (3) Concur in the recommendation and forward the case to the GCM authority for approval.

e. If the battalion commander disapproves the

recommendation and directs reassignment of the soldier to another unit within the battalion, the personnel staff NCO—

- (1) Determines an appropriate unit for the soldier based on the data contained in the recommendation. Additional personnel data may be obtained from the unit clerk.
- (2) Prepares an appropriate indorsement to the unit commander's recommendation disapproving the recommendation and advising him of the pending reassignment.
 - (a) The correspondence should be addressed "THRU" the soldier's present commanding officer to the commanding officer of the unit to which reassignment will be effected.
 - (b) Prepare an extra copy of the indorsement for the soldier's Military Personnel Records Jacket.
- (3) Prepares a request for orders to effect reassignment of the soldier (Procedure 10-5-1).

f. If the battalion commander disapproves the unit commander's recommendation and directs action under AR 635-209 the personnel staff NCO—

- (1) Prepares an appropriate indorsement to the unit commander's recommendation and direct resubmission of the recommendation under AR 635-209.
- (2) Upon receipt of the unit commander's recommendation for board action under AR 635-209, follows Procedure 10-2-5.

g. If the battalion commander concurs in the unit commander's recommendation, the correspondence should be indorsed to the GCM authority recommending approval. The personnel staff NCO—

- (1) Prepares the appropriate indorsement in original and 3 copies.
- (2) Following signing of the correspondence by the commander—
 - (a) Removes a copy of the correspondence for the S1 file.
 - (b) Forwards the original and 2 copies in a sealed envelope to the PSD.

Procedure 10-2-5

RECOMMENDATION FOR DISCHARGE—UNSUITABILITY

1. References.

- a. AR 15-6.
- b. AR 635-209.

2. Forms. None.

3. General. a. A recommendation for discharge for unsuitability is initiated by the unit commander and submitted to the battalion commander (special court-martial authority) for final action. Special orders effecting the separation or reassignment for separation of soldiers being processed under AR 635-209 will be issued by the PSD.

b. The battalion personnel staff NCO will process the recommendation to insure that it is in conformance with Army regulations and local command directives and will offer administrative interpretations and guidance as required by the unit clerk.

4. Procedure. a. The S1 file will indicate that flagging action under AR 600-31 is currently in effect on the soldier concerned. Direct flagging action will be taken by the unit commander immediately, if it is not already in effect.

b. The administrative requirements for evidence are identical with the requirements outlined in paragraph 4b, Procedure 10-2-4.

c. Submit the unit commander's recommendation and any appropriate comments to the battalion commander. The commander may—

- (1) Direct reassignment in lieu of board action.
- (2) Direct the convening of a board under AR 635-209 to determine whether the soldier concerned should be discharged.
- (3) If the soldier has waived board action, direct the discharge or retention of the soldier with or without a board hearing.
- (4) Make other disposition as may be warranted by the individual case.

d. If the battalion commander accepts a waiver of board hearing and directs discharge of the soldier, the recommendation for discharge may be approved and indorsed directly to the PSD over the battalion commander's signature in accordance with AR 635-209. The appropriate orders instructions for effecting separation will be issued by the PSD.

e. If the battalion commander directs that a board be convened—

- (1) Select the membership for the board to

meet the requirements of AR 635-209, in accordance with established procedures.

- (2) Prepare a request for special orders to the PSD for appointment of the board (Procedure 10-5-1).
- (3) Prepare the appropriate indorsement to the president of the board on the requirements in AR 635-209.
 - (a) Advise the president of the board where clerical assistance may be obtained.
 - (b) Direct the completion of the board proceedings by a given date.
 - (c) Inform the president of the board that the respondent must have 15 days written notice prior to the board hearing.
 - (d) If the respondent holds a Reserve commission or warrant, direct the board to make a separate recommendation on the Reserve status to include type of discharge certificate to be issued, if appropriate to their findings.
- (4) Submit the indorsement and allied papers to the S1 for approval, signature, and dispatch to the president of the board.

f. Upon receipt of the Report of Board Proceedings, review for administrative correctness and submit to the battalion commander with the recommendations of the S1.

g. Based on the action of the battalion commander, indorse the Report of Board Proceedings, in accordance with AR 15-6 and AR 635-209, to show the action of the convening authority on the report.

- (1) If the board recommends discharge for unsuitability, the battalion commander may—
 - (a) Approve the discharge and forward the case to the PSD under letter of transmittal. He may direct the character of the discharge recommended by the board, or a higher one. The PSD will issue the necessary instructions and orders to effect discharge of the soldier.
 - (b) Direct retention in the service. In this case he normally will direct reassignment within the battalion or request the PSD to reassign the soldier.
- (2) If the board recommends referral of the

case to a board of officers convened under AR 635-208, the battalion commander may—

- (a) Approve the recommendation and forward the case to the GCM authority (Procedure 10-2-2) or,
 - (b) Direct discharge for unsuitability, following the procedure in (1)(a) above, or
 - (c) Direct retention in the service, following the procedure in (1)(b) above.
- (3) If the board recommends retention in the service, the battalion commander must approve the recommendation, and should either reassign the soldier within the battalion or request the PSD to reassign the soldier within the division.

Procedure 10-2-6

REPORT FOR SUSPENSION OF FAVORABLE PERSONNEL ACTIONS

1. Reference. AR 600-31.

2. Form. DA Form 268 (Report for Suspension of Favorable Personnel Action).

3. General. *a.* The establishment of flagging action on security cases under paragraph 3a, AR 600-31, will be effected only by the division headquarters.

b. Flagging action on nonsecurity cases involving officers on active duty as enlisted men, will be accomplished by the PSD. Where actions of the nature outlined in paragraph 3b and c, AR 600-31 have occurred, a report should be made to the GCM authority by the commander having cognizance of the circumstances. Flagging action will be initiated by the GCM authority, if appropriate, based on the report of the cognizant commander.

c. Flagging action on enlisted personnel, other than those holding Reserve commissions or warrant officer appointments, normally will be initiated by soldier's unit commander.

d. The battalion personnel staff NCO will handle the administrative processing incident to a Report for Suspension of Favorable Personnel Actions received in the battalion headquarters.

- (1) The S1 and the commander must be kept informed of the status of each flagging action within the command.
- (2) A suspense file should be maintained to insure the submission of interim reports on the schedule required by AR 600-31.
- (3) DA Form 268 must be verified to insure the appropriateness of the flagging action.

4. Procedure. *a.* Upon receipt of an information copy of DA Form 268, determine the reason for flagging action and the headquarters controlling the action.

- (1) Cases controlled by the brigade or division commander—
 - (a) Contact the unit commander concerned to insure he has received notice of flagging action and has annotated the soldier's DA Form 2475 (Personnel Data Card) (PDC).
 - (b) Determine the nature and status of the situation that required the establishment of flagging action.
 - (c) Furnish the DA Form 268 to the S1 and

give him a verbal briefing on the situation.

- (2) File the DA Form 268 in a special folder established for this purpose in the S1 file. Remove initial or interim reports from the file only when final action has been taken and the flagging action removed. This file should at all times indicate the flagging actions currently in effect within the battalion.

b. Commanders within the battalion who initiate flagging action due to AWOL, recommendation for discharge under AR 635-208, AR 635-209, etc., will have the copies of the DA Form 268 for all higher headquarters hand-carried to the S1. The personnel staff NCO will—

- (1) Verify the completeness of the DA Form 268 and appropriateness of the flagging action under command directives.
- (2) Advise the S1 of unusual cases or cases deserving immediate command attention under local policy.
- (3) Dispatch the copies for higher headquarters in the envelopes provided by the unit initiating flagging action.
- (4) File the battalion information copy in the S1 file established for this purpose (a(2) above).
- (5) Place an informal note in the suspense file indicating the date that the next interim report is due according to AR 600-31.

c. Interim reports should be submitted by the commander controlling the flagging action in accordance with the schedule in AR 600-31. When an interim report is due as evidence by the informal memorandum in the suspense file, the personnel staff NCO will—

- (1) Check the S1 file to determine if the flagging action is still current and if an interim report has been received.
- (2) If the flagging action is still in effect and no interim report has been received, contact the controlling commander to determine the status of the case. An interim or final report must be submitted by the commander controlling the flagging action in accordance with AR 600-31.

CHAPTER 11

PROCEDURES AT COMPANY LEVEL

Section I. GENERAL

11-1. General. The operating procedures detailed in this chapter will be followed by all company size units in order to standardize and simplify procedures for implementing the division personnel support system. The procedures contained in this chapter represent only the most common recurring actions and those most suitable for standardization.

11-2. Exceptions. If a request for an action not covered by a written procedure is initiated, the company clerk will refer to the applicable regulation(s). In case the meaning or the procedure to be followed is not clear, he will contact the personnel staff noncommissioned officer at his next higher headquarters for advice and guidance. Questions concerning the routing of documents not listed in appendix 8-I will be referred to the personnel staff noncommissioned officer at the next higher headquarters.

11-3. Separate companies. Separate companies, i.e., division headquarters and headquarters com-

pany and military police company, will deal directly with the Personnel Service Division. In general, whenever a personnel action is requested that would affect the strength of the unit (requests for discharge, reassignment, volunteer for overseas, etc.), the company clerk will arrange an interview between the soldier requesting the action and the first sergeant or company commander. This interview will be accomplished prior to initiating any formal written request for the type of action desired. A company policy should be established listing the actions requiring prior interview. Although many of the following procedures indicate concurrent preparation of an application and action by the company commander, the company clerk should not anticipate the commander's decision. Normally, the company commander will indicate informally his general policies regarding personnel actions to the first sergeant. Prior coordination with the first sergeant will eliminate many errors and much retyping.

Section II. PERSONNEL MANAGEMENT PROCEDURES

Procedure 11-1-1

APPLICATION FOR AIRBORNE TRAINING

1. References.

- a. AR 40-500.
- b. AR 611-7.
- c. FM 21-20.

2. Forms.

- a. SF 88 (Report of Medical Examination).
- b. DA Form 2478 (Application for Airborne—Special Forces—Airborne for Assignment to Special Forces Training).

3. General. A soldier may volunteer for airborne training upon completion of basic training or advanced individual training, if he meets the necessary prerequisites established in AR 611-7.

4. Procedure. a. Have the soldier read the eligibility requirements in AR 611-7 and assist him in determining his eligibility from available information on the Personnel Data Card (PDC), Personnel Information Roster, and the Personnel Qualifications Roster.

b. Check the reverse of the PDC for pending personnel actions or flagging actions.

c. Arrange for the soldier to take the physical fitness test outlined in AR 611-7.

d. Request the personnel actions specialist of your composite team to send sufficient copies of the

SF 88 (Report of Medical Examination) to have a medical examination given to an airborne volunteer.

e. Schedule an appointment for the soldier to take a medical examination.

f. Prepare the application for the soldier in an original and 4 copies and have him sign it (fig. 11-1-1.1).

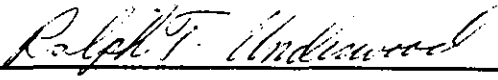
g. Prepare the first indorsement for the unit commander's approval or disapproval and have it signed (fig. 11-1-1.1—continued).

- (1) Annotate the reverse of the PDC in red pencil "Appl for Abn Tng sbm (date)."
- (2) Remove a copy of the correspondence for file.
- (3) Suspend the application until completion of the medical examination.

h. Upon receipt of the medical examination, forward the application with the results of the medical examination and physical fitness test as inclosures to the PSD.

i. Upon return of the approved application—

- (1) Have the soldier read and sign the statement of affirmation on the reverse of the the application (fig. 11-1-1.1—continued).
- (2) Return the application to the PSD for file in the soldier's 201 file.

| APPLICATION FOR AIRBORNE* - SPECIAL FORCES * - PARACHUTE TRAINING TRAINING | | | | |
|---|---------------------------|--|----------------------------|--|
| TO: Commanding Officer, Co B, 1st Bn, 19th Inf, Fort Miller, Utah | | | | |
| 1. NAME (Last - First - Middle Initial) UNDERWOOD, RALPH T. | | 2. SERVICE NUMBER RA 19 300 831 | | 3. GRADE SGT E-5 |
| 4. PROFICIENCY PAY P-1 | | | | |
| 5. PMOS 111.60 | 7. SEC CLEAR NO | 8. APT AREA SCORE 118 | 9. ETS Sept 1965 | 10. ASSIGNED UNIT Co B, 1st Bn, 19th Inf Ft Miller, Utah |
| 6. SMOS 716.60 | | | | |
| 11. AIRBORNE QUALIFIED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | 12. ADDITIONAL QUALIFICATIONS (Para 4, AR 614-62)** N/A | | |
| b. DATE QUALIFIED N/A | | | | |
| <p>1. UP of AR 611-7*, XXXXXXXX, 00000 N/A dated N/A*, I hereby volunteer for Airborne* - SPECIAL FORCES, PARACHUTE TRAINING or both.</p> <p>2. I fully understand that failure to complete the basic Airborne training will disqualify me for assignment to an Airborne unit or a Special Forces unit.</p> <p>3. I volunteer to perform aircraft flights, parachute jumps and to participate in realistic combat training while securing Airborne or Special Forces training and/or performing Airborne or Special Forces duty.</p> <p>4. I agree to serve a minimum of eighteen (18) months twelve (12) months upon satisfactory completion of Airborne training*. If my period of remaining service on my current tour of active service is not sufficient to insure completion of the prescribed requirement I agree to extend my enlistment under the provisions of AR 601-210 or be discharged under the provisions of AR 635-205 and re-enlist for an appropriate period under the provisions of AR 601-210.</p> <p>**5. I understand that if I should fail to be cleared for access to secret information and materials as required by current regulations I will be reassigned in accordance with the needs of the service and will be required to complete the period for which I enlisted or extended.</p> | | | | |
| DATE 13 Feb 61 | | SIGNATURE OF APPLICANT  | | |
| <small>*Delete if not applicable. **Applies only to Special Forces applications.</small> | | | | |

DA FORM 2478
1 DEC 61

A 24138

Figure 11-1-1.1.

REMARKS (List and attach all requests for waivers and inclosures.)

2 Incl

- *1. Results of physical fitness test
- *2. SF 88 (Report of Medical Examination)

*No samples provided.

THE FOLLOWING STATEMENT WILL BE COMPLETED AFTER FINAL ACTION HAS BEEN TAKEN ON AN APPLICATION FOR AIRBORNE TRAINING (Para 15, AR 611-7)

I DESIRE TO BE ASSIGNED TO AN AIRBORNE ORGANIZATION TO UNDERGO AIRBORNE TRAINING.

DATE

27 Feb 61

SIGNATURE

Ralph T Underwood

1ST INDORSEMENT

HQ, Co B, 1st Bn, 19th Inf, 99th Inf Div, Fort Miller, Utah

13 Feb 61

TO: Commanding General, 99th Infantry Division, Fort Miller, Utah
ATTN: AG-PSD

1. Recommend approval.

2. Conduct Excellent Efficiency Excellent.

3. Sgt Underwood is not under charges, investigation, flagging action under AR 600-31, or administrative actions which may result in reassignment or separation.

Thomas W. Lingen
 THOMAS W. LINGEN
 Captain, Inf
 Commanding

Procedure 11-1-2

ASSIGNMENT TO SPECIAL FORCES ORGANIZATIONS

1. References.

- a. AR 611-7.
- b. AR 611-82.
- c. AR 614-62.
- d. AR 614-6.

2. Forms.

- a. DA Form 2478 (Application for Airborne—Special Forces—Airborne for Assignment to Special Forces Training).
- b. DA Form 1049 (Personnel Action).
- c. DD Form 398 (Statement of Personal History).

★3. General. Soldiers who meet the requirements may volunteer for Special Forces training. Special Forces personnel are trained to organize, instruct, and direct indigenous guerrilla personnel in the most effective means of conducting sustained operations within denied areas during limited or general war. In addition, they are trained to provide planning, training, military and paramilitary forces in counterinsurgency tactics, techniques, and operations in "Cold War" situations. Normally during peacetime Special Forces requirements will be filled by volunteers. A soldier must be airborne qualified or must volunteer for airborne training prior to assignment to a Special Forces unit. If the soldier desires foreign language training in conjunction with Special Forces training he may apply under the provisions of AR 611-82. Language training will be given only upon completion of Airborne or Special Forces qualification training.

4. Procedure. a. A soldier who volunteers for Special Forces must be airborne qualified.

- (1) If the soldier is not airborne qualified he will submit an application for airborne training prior to assignment to Special Forces (fig. 11-1-2.1).
- (2) If the soldier is airborne qualified he will submit an application for assignment to Special Forces (fig. 11-1-2.2).

★Note. Enter the "Date of Birth" in the same block as the name. A summary of significant military service to include serv-

ice schools will be entered in the "Additional Qualifications" block, in addition to any special qualifications the applicant may have.

b. Have the soldier read the eligibility requirements in AR 614-62 and assist him in determining his eligibility from available information on the Personnel Data Card (PDC) and the Personnel Information Roster.

★c. If the soldier does not have at least a CONFIDENTIAL clearance, action should be taken to have one issued prior to submission of s application.

d. Have the applicant take a physical fitness test and a swimming test.

e. Notify the personnel actions specialist of your composite team to furnish the unit with sufficient copies of the SF 88 (Report of Medical Examination) to have a medical examination given to an applicant for Special Forces.

f. Make an appointment to have the applicant given a medical examination.

g. Prepare a DA Form 1049 requesting that the Special Forces Selection Battery Test be administered (enlisted personnel only) fig. 11-1-2.3).

h. Have the applicant fill out a draft copy of a DD Form 398 (Statement of Personal History).

i. Have the applicant take the draft DD Form 398 to the battalion S2 office to be checked for completeness. After the S2 has reviewed the DD Form 398, the soldier will return it to the company clerk.

j. Type the DD Form 398 in final form in original and 3 copies.

k. Have the soldier read and sign all copies of the DD Form 398 before a witness (any person). The witness will sign the DD Form 398 in the space provided on the form and the soldier will be given 1 copy of the form as his personal copy.

l. Prepare the statement of applicant (fig. 11-1-2.4).

m. Have the soldier read and sign the prepared statement concerning temporary duty pending further orders.

n. Prepare the application (DA Form 2478) in draft form based on interview with the soldier.

- (1) Verify personal data from the Personnel Data Card (PDC).
- (2) Check the reverse of the PDC for flagging or pending personnel actions.

o. Submit the draft application and completed inclosures to the unit commander for approval.

p. Type the application in final form in original and 4 copies (fig. 11-1-2.1) and attach inclosures.

q. When the unit commander has signed the forwarding indorsement (fig. 11-1-2.5)—

- (1) Remove a copy of the application for the unit file.
- (2) Forward the original and 3 copies, with inclosures attached, to the PSD.
- (3) Annotate the PDC in red pencil on the reverse "Appl for Sp Forces sbm (date)."

r. When the application is received by the PSD, an appointment will be scheduled to have the applicant administered the Selection Battery Test. The PSD will notify the unit of the time, date, and the place of the test.

s. If the soldier is applying for Airborne and Special Forces training, he must sign the statement of affirmation upon return of the approved application (fig. 11-1-2.5).

Procedure 11-1-3

CLASSIFICATION AND RECLASSIFICATION IN MOS

1. References.

- a. AR 40-501.
- b. AR 195-11.
- c. AR 601-275.
- d. AR 611-201.
- e. AR 611-203.
- f. AR 611-211.
- g. AR 624-200.

2. Form. DA Form 1049 (Personnel Action).

3. General. a. The classification authority for the division is the division commander.

b. When required, classification boards will be appointed on special orders published at the PSD. A classification board is comprised of individuals recommended by the battalion commander in response to a requirement established by the classification authority. Section IX, AR 611-203, specifies the requirements for composition of a classification board.

c. The award and withdrawal of MOS's, and the designation of primary and secondary MOS's, will be accomplished on special orders published at the PSD. The morning report remark reflecting a change of PMOS and SMOS will not be accomplished until special orders are received in the unit.

d. Technical assistance in determining appropriate reclassification action is available from the personnel staff NCO at the next higher headquarters.

4. Procedure. a. Upon receipt of a monthly Personnel Information Roster (PIR) from the PSD with a notation in "Remarks" indicating that a soldier has received OJT for a sufficient period of time to be eligible for award of an MOS, or a date indicating the soldier has been assigned to the duty for 60 days or more—

- (1) Obtain the recommendation of the soldier's immediate superior and complete the appropriate column on the PIR in accordance with instructions furnished with the roster.
- (2) If the unit commander desires that the MOS be awarded to the soldier, enter the notation "Qual" in "Remarks" column opposite the soldier's name.
- (3) Orders will be published by the PSD awarding the MOS and designating the MOS as primary or secondary, unless such

designation requires the concurrence of the soldier concerned (b below).

- (4) If the soldier is not yet qualified for award of the MOS, enter "Unqual" in the remarks column.
- (5) If the soldier has not qualified in the MOS after 120 days, the unit commander will receive a separate letter of inquiry concerning the soldier's performance of duty.
- b. The PIR, annotated by the unit, will be reviewed at the PSD. Any recommended changes in primary or secondary MOS will be made to the unit on a separate DA Form 1049 (fig. 11-1-3.1).
- c. Upon receipt of a DA Form 1049 recommending reclassification action—
 - (1) Interview the soldier and advise him of the proposed action.
 - (2) If soldier agrees to the proposed action—
 - (a) Complete the appropriate paragraph of Comment No. 2 on the DA Form 1049 in accordance with instructions on the form.
 - (b) Process the correspondence as indicated in d below.
 - (3) If the soldier does not agree to the proposed action—
 - (a) Advise the unit commander of the recommendations from the PSD and the results of the interview with the soldier. An interview of the soldier by the unit commander may be required in accordance with unit policy.
 - (b) The unit commander may change the soldier's duty assignment or recommend classification board action to the classification authority.
 - (4) If the soldier's duty assignment is to be changed—
 - (a) Check the appropriate paragraph in Comment No. 2 of the DA Form 1049.
 - (b) Process the correspondence in accordance with d below.
 - (c) Prepare an informal note for the morning report suspense file. This note should indicate the soldier's name, the paragraph and line number of the new TOE position which the soldier will occupy, and the effective date of the change.

(5) If classification board action will be required—

- (a) Complete the appropriate paragraph in Comment No. 2 of the DA Form 1049.
- (b) Enter the battalion headquarters as a "THRU" addressee in Comment No. 2.
- (c) Process the correspondence in accordance with *d* below.

d. Correspondence concerning MOS classification and reclassification will arrive at the unit in an original and 1 copy.

- (1) Complete Comment No. 2 on all copies received from the PSD in accordance with the action to be taken by the unit commander.

(2) Submit the correspondence to the unit commander for signature.

(3) After the unit commander has approved the correspondence—

- (a) Remove a copy for the unit file.
- (b) Return the original DA Form 1049 to the PSD.

e. Classification board action will be directed and controlled by the PSD. The soldier will be allowed sufficient time to prepare for the board. Notify the soldier of the date, time and place of the board hearing and arrange any required absence from normal duty for the soldier.

| | | |
|--|---|--|
| PERSONNEL ACTION (AR 340-15) | | DATE <u>9-15 Aug 61</u> <u>10 Aug 61</u> |
| FILE REFERENCE | SUBJECT Reclassification of Enlisted Personnel | |
| TO: CO, Co B, 19th Inf Ft Miller, Utah | | FROM: CG, 99th Inf Div Ft Miller, Utah |
| NR | PROCESSING ACTIONS | |
| 1 | <p>(X) The Personnel Information Roster verified as of <u>31 Jul 61</u>, contains a remark indicating that <u>Sgt E-5 Jerry R. Morris, RA 13 476 581</u>, a member of your unit, is considered qualified in his PMOS <u>111.60</u>. Request this correspondence be forwarded to the individual concerned for concurrence or non-concurrence in the redesignation of his present PMOS <u>768.60</u> to PMOS <u>111.60</u>.</p> <p>() (Disciplinary action taken against) (Reduction of) _____, a member of your unit, could result in withdrawal of his PMOS _____ or change in the fourth digit only. Request this headquarters be notified whether withdrawal of the 4 digit PMOS is contemplated or change of the 4th digit only is contemplated. In any event the fourth digit must be adjusted to conform to his new grade.</p> <p>FOR THE COMMANDER:</p> <p style="text-align: center;"><i>John W. Smith</i> JOHN W. SMITH Capt, AGC Asst Adj Gen</p> | |
| 2 | <p>THRU: CO, 3rd Bn, 19th Inf FROM: CO, Co B, 19th Inf 14 Aug 61 TO: CG, 99th Inf Div Attn: Pers Mgt Br</p> <p>In compliance with Comment Nr 1, the following information is furnished:</p> <p>(X) EM concurs in redesignation of his PMOS <u>768.60</u> to PMOS <u>111.60</u>. () EM does not concur in redesignation of his PMOS, Classification Board Action is requested. () EM does not concur in redesignation of his PMOS. EM is being reassigned to a different duty position which will be shown on the Personnel Information Roster. () Classification board action is requested. () Withdrawal of PMOS _____ (is) (is not) contemplated, Classification Board Action (is) (is not) requested. () Request skill level digit be changed from _____ to _____. () Adjust skill level to conform to new grade.</p> <p style="text-align: center;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> <p>"X" appropriate block.</p> | |

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

DA FORM 1049
1 OCT 55

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO : 1955 O - 364714

Procedure 11-1-4

COMMANDER'S EVALUATION REPORT

1. References.

- a. AR 611-201.
- b. AR 611-203.
- c. AR 611-205.

2. Forms.

- a. DD Form 95 (Memo Routing Slip).
- b. DA Form 2166 (Commander's Evaluation Report).

3. **General.** The Commander's Evaluation Report (DA Form 2166) is used to evaluate an individual's job performance and supervisory or technical abilities. The unit commander will receive a DA Form 2166, with Section I completed for each individual to be evaluated. When the rater and/or indorser parts of Section II have been completed, the form will be returned as personal in nature.

4. **Procedure.** a. Upon receipt of DA Form 2166 from the PSD, the unit clerk with the assistance of the first sergeant will determine the rater and indorser for each report.

b. The unit clerk will prepare a DD Form 95 (Memo Routing Slip), in duplicate, with instructions and suspense dates for the rater and indorser.

- (1) The instructions will direct attention to appendix II, chapter 2, AR 611-205.
- (2) The original DD Form 95 will be used

to transmit the DA Form 2166 and AR 611-205, with changes, to the rater and then to the indorser.

- (3) Retain the duplicate copy of DD Form 95 for the unit suspense file.

c. After receipt of DA Form 2166 with Section II completed, insure that it has been completed by the proper individuals and check all entries for accuracy.

d. Remove the suspense copy of the DD Form 95 from the unit suspense file and destroy it.

e. The unit clerk will insure that Section III, DA Form 2166 is completed by the reviewing officer.

Note. The reviewing officer must be a warrant or commissioned officer, and must be the supervisor of the indorser, as prescribed by chapter 2, AR 611-205.

f. If the unit commander is the reviewing officer, the unit clerk will prepare Section III, DA Form 2166 (fig. 11-1-4.1) and have him complete only the blocks, date and signature.

Note. If the reviewing officer is outside the unit, forward the DA Form 2166 to the personnel staff NCO.

g. When the DA Form 2166 is completed, the unit clerk will return it to the Personnel Management Branch of the PSD, by comment on the correspondence, through which it was originally transmitted.

| | | | | | | | | | | | | | | |
|--|-------|---|-------|---|---|------------|---|---------------|---------------|---|---|---|---|---|
| COMMANDER'S EVALUATION REPORT (AR 611-205) | | | | See instructions on reverse. | | TCO SYMBOL | | ROSTER NUMBER | | | | | | |
| PERFORMANCE TEST SCORES OR LANGUAGE RATING SCALES (If applicable) | | | | | | | | UNIT CODE | | | | | | |
| TEST | SCORE | TEST | SCORE | TEST | SCORE | TEST | SCORE | | | | | | | |
| | | | | | | | | | | | | | | |
| FOR USE OF TCO AND EEC | | | | | | | | | | | | | | |
| SECTION I (To Be Accomplished By Personnel Officer) | | | | | | | | | | | | | | |
| 1. GRADE, LAST NAME, FIRST NAME, MIDDLE INITIAL, SERVICE NUMBER, ORGANIZATION, AND ORGANIZATION ADDRESS Sgt(E5) Underwood, Ralph T. RA 19300831 Co B, 1st Bn, 19th Inf Ft Miller, Utah | | | | | 2. PAY GRADE E5 | | 3. DATE OF RANK 16 Jun 61 | | 4. PRD N/A | | | | | |
| | | | | | 5. INDIVIDUAL'S MOS | | DATE DESIGNATED | | | | | | | |
| | | | | | PRIMARY | | 111.6 | | 16 Jun 61 | | | | | |
| | | | | | SECONDARY | | 716.6 | | 19 Apr 54 | | | | | |
| | | | | | ADDITIONAL | | | | | | | | | |
| DUTY | | 111.6 | | | | | | | | | | | | |
| 6. MAJOR COMMAND 4th Inf Div | | | | | 7. MOS ANNOUNCED FOR TESTING 111.6 | | 8. LANGUAGE CODE (If applicable) N/A | | | | | | | |
| 9. STATUS <input checked="" type="checkbox"/> RA <input type="checkbox"/> ARNG (on active duty) <input type="checkbox"/> ARNG (not on active duty) <input type="checkbox"/> AUS <input type="checkbox"/> USAR (on active duty) <input type="checkbox"/> USAR (not on active duty) | | | | | | | | | | | | | | |
| SECTION II (To be accomplished by the Rater and Indorser) | | | | 10. RECORD YOUR RESPONSES TO THE RATING FACTORS SET FORTH HEREON FOR THE INDIVIDUAL NAMED ABOVE. DATE AND SIGN IN THE SPACE PROVIDED. | | | | | | | | | | |
| RATER | | | | | INDORSER | | | | | | | | | |
| RATING FACTOR | | | | | RATING FACTOR <input type="checkbox"/> MARK THIS BLOCK IF YOU DO NOT KNOW THE INDIVIDUAL BEING RATED AND CANNOT COMPLETE THE INDORSEMENT. | | | | | | | | | |
| 1 | A | B | C | D | E | 1 | A | B | C | D | E | | | |
| 2 | A | B | C | D | E | F | 2 | A | B | C | D | E | F | G |
| 3 | A | B | C | D | E | F | 3 | A | B | C | D | E | F | G |
| 4 | A | B | C | D | E | F | 4 | A | B | C | D | E | F | G |
| 5 | A | B | C | D | E | F | 5 | A | B | C | D | E | F | G |
| 6 | A | B | C | D | E | F | 6 | A | B | C | D | E | F | G |
| 7 | A | B | C | D | E | F | 7 | A | B | C | D | E | F | G |
| 8 | A | B | C | D | E | F | 8 | A | B | C | D | E | F | G |
| 9 | A | B | C | D | E | F | 9 | A | B | C | D | E | F | G |
| 10 | A | B | C | D | E | F | 10 | A | B | C | D | E | F | G |
| 11 | A | B | C | D | E | F | 11 | A | B | C | D | E | F | G |
| 12 | A | B | C | D | E | F | 12 | A | B | C | D | E | F | G |
| 11. HOW MANY MONTHS HAS THIS ENLISTED PERSON BEEN UNDER YOUR COMMAND AND/OR SUPERVISION? | | | | | RATER 21 | | INDORSER 21 | | | | | | | |
| DATE 3 Jul 60 | | TYPED NAME, GRADE, BRANCH OF SVC OR MOS OF RATER JOSEPH R. BROWN, MSgt(E7) 111.7 | | | | | SIGNATURE <i>Joseph R. Brown</i> | | | | | | | |
| DATE 6 Jul 60 | | TYPED NAME, GRADE, BRANCH OF SVC OR MOS OF INDORSER JOHN B. KRAMER, 1st Lt, Inf | | | | | SIGNATURE <i>John B. Kramer</i> | | | | | | | |
| SECTION III (To Be Accomplished by Reviewing Officer) | | | | | | | | | | | | | | |
| 12. THE RATER AND INDORSER WHO COMPLETED THIS REPORT WERE SELECTED IN ACCORDANCE WITH AR 611-205 | | | | | | | | | | | | | | |
| DATE 7 Jul 61 | | TYPED NAME, GRADE AND BRANCH OF SERVICE THOMAS W. LINGEN, Capt, Inf | | | | | SIGNATURE <i>Thomas W. Lingen</i> | | | | | | | |

DA FORM 2166

PREVIOUS EDITION OF THIS FORM IS OBSOLETE.

Figure 11-1-4.1.

13. REMARKS (This space is provided for any additional remarks deemed necessary by any individual accomplishing this report.)

INSTRUCTIONS

GENERAL - DA Form 2166 will be used in accomplishing the Commander's Evaluation Report. The unnumbered items in the heading are reserved for the use of the installation Test Control Officer and the U.S. Army Enlisted Evaluation Center, Fort Benjamin Harrison, Indiana. Detailed instructions for the completion of Section I are contained in Appendix II, AR 611-205. Section I will be completed by the unit personnel officer before the form is transmitted to the commanding officer of the individual. The commanding officer of the individual will select the rater in accordance with Appendix II, AR 611-205. The indorser will be the supervisor of the rater and the reviewing officer will be the supervisor of the indorser. Normally, the commanding officer will be the reviewing officer, but there will be instances when he will not be such. Responsibility for the timely submission of the Commander's Evaluation Report in accordance with AR 611-205, however, rests with the commanding officer of the individual. The instructions for accomplishing Sections II and III of the Report are contained below. **THE COMPLETED COMMANDER'S EVALUATION REPORT WILL NOT BE SHOWN TO THE RATED SOLDIER.**

RATER AND INDORSER - Ratings should reflect an individual's performance as actually observed in comparison with the performance of all other individuals you have known in the same MOS. In instances where the individual is performing duty in other than his primary MOS, rate the individual on his performance in his duty MOS. Ratings for individuals who are attending courses of instruction will be based upon the individual's performance and progress in his studies or instruction. You may consider information received from other units of assignment, former commanders or supervisors, training records, or other sources in completing your evaluation.

On the attached tear-off sheet there are twelve questions, with from five to seven possible answers to each question. Consider each question independently. On the basis of the typical performance of the individual, decide which of the five to seven possible answers best describes the individual you are rating. Record your answer in item 10, DA Form 2166, by marking an "X" in the block bearing the same letter as your answer for that characteristic being rated. You may then proceed to the next factor. For example, if you select answer "C" ("Gets along well with his fellow soldiers and is usually cooperative in the work situation") as being most typical of the individual being rated for Rating Characteristic 1, "COOPERATIVENESS," you would place an "X" in block "C", Rating Factor 1, item 10, DA Form 2166. Your entry on the form using this example would look like this:

1 ☐ A ☐ B ☒ C ☐ D ☐ E

Your answers will be recorded on the form with black or blue-black ink. If you find it necessary to change your answer, you must initial the first answer and then place an "X" in the new block you have chosen. Make sure that you answer every question. The rater, indorser and reviewing officer will complete their portion of the form in that order. For convenience, the rater may separate the form from the tear-off sheet but both the form and the tear-off sheet must be passed on to the indorser and the reviewing officer.

Take your time in making your rating. The rating that you give to the soldier you are rating is an important factor in his military career. You owe him the time to make your rating as honest an appraisal of him as you can. You owe it to the Army, and to all of the other soldiers you know, that this individual receives an accurate rating. The ratings given by both the rater and the indorser are given equal weight, so both have equal responsibility for giving the most accurate rating they can.

It is particularly hard to give an accurate rating to an individual who is a particular friend, or for whom you hold a particular dislike. In either case, when you consider how the individual performs on each of the twelve characteristics, consider the way the individual actually performs in that characteristic, rather than your general attitude toward the individual. The accuracy with which you perform the rating function will mean a great deal in improving Army personnel management.

After you have completed your rating, review it to insure that it is accurate, and that there is one and only one answer for every characteristic. After you have done this, indicate how many months the individual rated has been under your command or supervision, sign and date the form in the space provided. In completing the signature block, enter your duty MOS after your grade if you are in enlisted or warrant officer status. If you are a commissioned officer, enter your branch of service after your grade.

REVIEWING OFFICER - Reviewing officers are responsible for insuring that raters and indorsers have been selected in accordance with Appendix II, AR 611-205. They should further insure that raters and indorsers are objectively rating individuals, that they are avoiding personal bias, and that they are not using unduly harsh or lax standards in their ratings. Reviewing officers will date and sign the form in the space provided when the review has been completed. If the reviewing officer is not the commanding officer of the individual, he will return the completed form to the commanding officer of the individual.

Figure 11-1-4.1-Continued.

Procedure 11-1-5

COMPASSIONATE REASSIGNMENT

1. **Reference.** AR 614-6.

2. **Form.** DA Form 2479 (Application for Compassionate Reassignment).

3. **General.** Compassionate reassignment may be requested by a soldier when extreme family problems appear to necessitate reassignment. Consideration for such reassignment may be given in cases of extreme hardship which can be alleviated only by an assignment to a specific area. The service member's family will include only the spouse, child, parent, or parent-in-law if supported, minor brother or sister, person in loco parentis, or an only living relative. In emergency cases, soldiers assigned to an overseas command who are returned to continental United States or places of residence (Alaska, Hawaii, Puerto Rico, etc.) in a leave status may apply directly to Chief of Personnel Operations, DA, for consideration for reassignment to continental United States, furnishing all pertinent information required by AR 614-6.

4. **Procedure.** *a.* The first action on any application for reassignment is a personal interview with the unit commander according to unit procedure.

- (1) Advise the soldier to obtain documentary evidence to establish the existence of family problems necessitating reassignment prior to submission of application. The local chapter of the American Red Cross is prepared to assist in these cases.
- (2) When documentary evidence is available, interview the soldier to obtain information for the application (fig. 11-1-5.1).

b. The soldier's application must contain a statement that proficiency pay, if applicable, would be waived to permit reassignment in an individual MOS, provided no vacancy exists at the requested station in his primary MOS.

c. The soldier's application must contain a statement as to whether he desires the application to be considered for a permissive reassignment (AR 614-6), or a hardship discharge (AR 635-207) if the compassionate reassignment is not approved.

- (1) Have the soldier read and sign a waiver of Government payment of expenses incident to permissive reassignment (fig. 11-1-5.2) if he elects this option.
- (2) Inform the soldier that if he has insufficient accrued leave to accomplish travel to a new duty station on a permissive reassignment, he must put in for advance leave or excess leave (Procedure 11-2-4).

d. Interview the soldier to obtain information for the basic application. Verify the data from the Personnel Data Card and check the reverse of the card for flagging action or pending personnel actions.

e. Obtain information for the 1st Indorsement (fig. 11-1-5.3) from the Personnel Data Card and the unit commander. The unit MOS inventory data can be computed from the monthly Personnel Information Roster.

f. Prepare the application in original and 5 copies, have the soldier sign the original, and submit the indorsement for the unit commander's signature.

g. After the unit commander has signed the 1st Indorsement—

- (1) Remove a copy for the unit file.
- (2) Forward application in original and 4 copies through battalion headquarters to the PSD.
- (3) Annotate reverse of PDC in red pencil, "Req for comp reasgmt sbm (date)."

| APPLICATION FOR COMPASSIONATE REASSIGNMENT (AR 600-17) | | | | | | |
|--|----------|--------------------|--------------------------|--|------------------------------------|----------------|
| <p>UNDER THE PROVISIONS OF AR 614-240, IT IS REQUESTED THAT I BE REASSIGNED TO <u>Camp Drum</u> <u>New York</u> FOR COMPASSIONATE REASONS.</p> <p>I HAVE BEEN INTERVIEWED BY A COMMISSIONED OFFICER AND ADDITIONALLY ADVISED THAT FALSE STATEMENTS ON THIS APPLICATION WILL CONSTITUTE A VIOLATION OF THE UCMJ 1951 AND MAY SUBJECT ME TO TRIAL BY COURTS-MARTIAL.</p> <p>THE FOLLOWING INFORMATION IS SUBMITTED AS A BASIS FOR CONSIDERATION OF MY APPLICATION FOR COMPASSIONATE REASSIGNMENT.</p> | | | | | | |
| 1. NAME (Last-First-Middle Initial) | | 2. SERVICE NUMBER | 3. GRADE | 4. PRO-PAY | 5. ETS | |
| UNDERWOOD, RALPH T. | | RA 19 300 831 | PFC E3 | None | Sep 63 | |
| 6. PMOS | 7. DMOS | 8. SMOS | 9. AMOS | 10. ASSIGNED UNIT | | |
| 111.10 | 111.10 | N/A | None | Co B, 1st Bn, 19th Infantry Fort Miller, Utah | | |
| 11. LATEST PCS | 12. DROS | 13. MARITAL STATUS | 14. DATE OF MARRIAGE | 15. AGE OF WIFE | 16. NAME & PRESENT ADDRESS OF WIFE | |
| Jan 61 | None | Single | N/A | N/A | N/A | |
| 17. DEPENDENT CHILDREN (If stepchildren, explain why they are not supported by natural father.) | | | | | | |
| NAME | | AGE | ADDRESS | | | |
| N/A | | | N/A | | | |
| 18. PARENTS (To be completed by all applicants.) (If deceased, so state.) | | | | | | |
| NAME | | AGE | ADDRESS | MONTHLY INCOME | HEALTH | |
| FATHER Paul R. Underwood | | 61 | 6107 4th St, Bristol, NY | 100.00 | Poor | |
| MOTHER Mary B. Underwood | | 59 | 6107 4th St, Bristol, NY | None | Fair | |
| FATHER-IN-LAW | | | | | | |
| MOTHER-IN-LAW | | | | | | |
| 19. APPLICANT'S BROTHERS AND SISTERS WHETHER LIVING AT HOME OR ELSEWHERE AND OTHER MEMBERS OF FAMILY | | | | | | |
| NAME | | AGE | RELATIONSHIP | ADDRESS | OCCUPATION | MONTHLY INCOME |
| None | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 20. IS THE REQUEST BASED ON THE HEALTH OF A MEMBER OF THE FAMILY? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | | | | | |
| 21. IS THE REQUEST BASED ON A LEGAL PROBLEM? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | | | | |
| 22. IS THE REQUEST BASED ON OTHER PROBLEMS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | | | | |
| 23. HAS APPLICANT SUBMITTED ANY PREVIOUS REQUESTS FOR COMPASSIONATE REASSIGNMENT OR DEFERMENT FROM OVERSEA SERVICE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If answer is Yes, include date submitted, circumstances prompting the request, and action taken.) | | | | | | |

DA FORM 2479

REPLACES DA FORM 2479, 1 DEC 61, EXISTING SUPPLIES OF WHICH WILL BE USED UNTIL 1 JUL 64 UNLESS SOONER EXHAUSTED.

Figure 11-1-5.1.

24. GIVE REASONS FOR REQUESTING A COMPASSIONATE REASSIGNMENT (If illness or injury is involved, give date of onset, nature, severity, and outlook, and attach statement from attending physician).

On 13 July 1961, my father suffered a minor heart attack. Our family doctor stated that he would not be able to work full time when recovered from his illness. My mother had to stop working in order to take care of my father. I feel that if this transfer is approved that I would be more able to help out at home. Camp Drum is 14 miles from my home.

25. WHAT ATTEMPTS HAVE BEEN MADE BY APPLICANT TO REMEDY THE CONDITIONS, OTHER THAN APPLYING FOR A REASSIGNMENT?

I have been sending what money I could spare to my mother and father.

26. WILL THE APPLICANT WAIVER PROFICIENCY PAY (If applicable) TO PERMIT REASSIGNMENT IN AN ADDITIONAL MOS, PROVIDED NO VACANCY EXISTS AT REQUESTED STATION IN PROFICIENCY PAY MOS? ☐ YES ☐ NO N/A

27. IF REASSIGNMENT UP PARA 10, AR 614-240 IS NOT APPROVED, DOES THE APPLICANT DESIRE THE APPLICATION TO BE CONSIDERED FOR A PERMISSIVE REASSIGNMENT UNDER PARA 11, AR 614-240 ☒ YES ☐ NO, OR A HARDSHIP DISCHARGE (AR 635-207) ☒ YES ☐ NO

28. REMARKS

29. INCLOSURES (List evidence submitted.).

- 4 Incl
1. Statement from Physician
 - *2. Statement from Rev Brown
 - *3. Statement from Red Cross
 4. Statement (Underwood)

* Samples are not provided.

DATE
1 July 1961.

SIGNATURE OF APPLICANT

GPO 862-137

Figure 11-1-5.1—Continued.

S T A T E M E N T

"I, Ralph T. Underwood, RA 19 300 831, have read and understand the provisions of AR 611-6 and hereby waive any and all claims against the United States for any and all transportation costs for myself, my dependents, my household goods, and my personal effects incident to travel and shipment resulting from reassignment from _____ to _____ as requested by me. I further agree to waive any and all claims against the United States for mileage allowances and/or per diem allowances both for myself and my dependents."

SIGNATURE

UNDERWOOD, RALPH T. 1st Ind
 RA 19 300 831 (1 Jul 61)
 SUBJECT: Request for Compassionate Reassignment

HQ, Co B, 1st Bn, 19th Inf, 99th Inf Div, Ft Miller, Utah, 2 Jul 61

THRU: Commanding Officer, 1st Bn, 19th Inf, Ft Miller, Utah

TO: Commanding General, 99th Inf, Ft Miller, Utah

1. Recommend approval.

2. Conduct Excellent Efficiency Excellent

3. Soldier's MOS.

a. Primary: 111.10

b. Secondary: 112.10

c. Additional: None

d. Duty: 611.10

4. This unit is overstrength in Pfc Underwood's MOS.

a. Authorized: 85 E3 111.10

b. Actual: 95 E3 111.10

5. Pfc Underwood is not under charges, investigation, flagging action under AR 600-31, or other administrative actions which may result in reassignment or separation.

4 Incl
 nc

Thomas W. Lingen
 THOMAS W. LINGEN
 Capt, Inf
 Commanding

Figure 11-1-5.3.

Procedure 11-1-6

ENLISTED APPOINTMENTS NOT CHARGEABLE TO QUOTAS

1. Reference. AR 624-200.

2. Form. DA Form 1049 (Personnel Action).

3. General. This procedure covers various types of temporary and permanent appointments which do not require quotas. Enlisted men recommended for appointment must be in an appointable status as defined in AR 624-200. Appointments will not be made in any grade which would exceed the authorized TOE, nor will a vacancy created through reduction result in more than one appointment in each lower grade through E-4.

4. Procedure. a. Administrative reductions.

- (1) After reduction is made within the unit, the unit commander will interview the soldier who has been reduced to find out if he wishes to appeal the reduction. If the soldier does wish to enter an appeal, no appointment may be made until, and unless, the appeal is denied by the commander authorized to take final action. In all cases appointment to fill this vacancy must be made within 60 days of reduction or the vacancy is forfeited. If the soldier does not wish to appeal the reduction then he must make a written statement to this effect (fig. 11-1-6.1).
- (2) The unit commander will determine cumulative appointment vacancies within his unit.
- (3) If a vacancy does exist, the unit commander may appoint up to grade E-4, after verifying the soldier's eligibility with PSD. For appointment above grade E-4, the unit commander must recommend such appointments to the battalion commander. Recommendations will be submitted to battalion by DA Form 1049 (fig. 11-1-6.2).

★*Note.* Appointment to the grade E-7 resulting from a reduction may be accomplished without regard to the current policy which requires that a replacement be requisitioned and notification received that a re-

placement in the appropriate grade cannot be furnished. See AR 624-200.

- (4) The unit will publish and make distribution of orders appointing to grade E-4. In addition to the normal distribution of orders—

- (a) One copy will be furnished the battalion personnel staff NCO.
- (b) Five copies for each EM appointed will be furnished the PSD.

- (5) Orders effecting an enlisted appointment require a morning report entry in accordance with AR 335-60.

b. Appointment to Pfc (E-3).

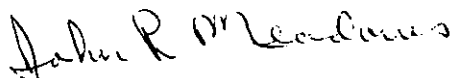
- (1) The Personnel Management Branch of the PSD will furnish the unit a DA Form 1049 with the names of enlisted men who are eligible for appointment to Pfc E-3.
- (2) The unit commander will review the list of names to determine if he desires to appoint the eligible enlisted men. If the unit commander decides to appoint the enlisted men, he will—
 - (a) Have the company clerk publish a unit order making the appointments.
 - (b) Return the DF to the Personnel Management Branch of the PSD indicating the action taken and the effective date of appointments.
- (3) If the unit commander decides not to appoint an enlisted man, he will return the DF to the Personnel Management Branch of the PSD indicating the reasons why he does not desire the appointment to be made.
- (4) The company clerk will make the additional distribution of the orders as indicated in a(4) above.

c. *Lateral appointment.* If the unit commander desires that a noncommissioned officer be laterally appointed to specialist for lack of leadership and the noncommissioned officer does not consent—

- (1) Submit a DA Form 268 (Report for Suspension of Favorable Personnel Actions) (Procedure 11-2-11).
- (2) Submit a DA Form 1049 through battalion headquarters to the PSD requesting that the soldier appear before a classification board and indicating why board action is necessary (fig. 11-1-6.3).
- (3) The classification board will be directed and controlled by the classification authority. The results of the board will be furnished the unit through battalion headquarters.
- (4) Upon receipt of the results of the classification board—
 - (a) Remove flagging action by submitting a final report (Procedure 11-2-11).
 - (b) If a lateral appointment was approved as a result of the board, the PSD will issue the necessary orders.
 - (c) Orders effecting a lateral appointment will require an appropriate morning report entry in accordance with AR 335-60.

S T A T E M E N T

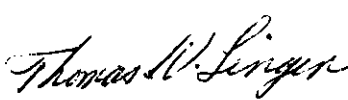
I, the undersigned, do not intend to appeal my reduction to the grade of SERGEANT (E-5).

A handwritten signature in cursive script that reads "John R. Meadows".

JOHN R. MEADOWS

RA 11 160 231

Sgt, Co B, 1st Bn, 19th Inf

| | | |
|--|---|----------------------|
| PERSONNEL ACTION (AR 340-15) | | DATE 10 July 1961 |
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Recommendation for Appointment | |
| TO: CO, 1st Bn, 19th Inf Fort Miller, Utah | FROM: CO, Co Bn, 1st Bn, 19th Inf Fort Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Specialist Four (E-4) Ralph T. Underwood, RA 19 300 831 is recommended for appointment to the grade of Sergeant (E-5).</p> <p>2. The following additional information is submitted:</p> <ul style="list-style-type: none"> a. PMOS: 112.10 b. DMOS: 112.60 c. TOE: 3 years d. ETS: 3 Feb 62 e. DOR: Apr 59 f. Time in Grade: 1 year, 9 months g. Educational level: 11½ years <p>3. SP4 Underwood performs all the duties of a 4.2 mortar squad leader in a superior manner. He was promoted to Acting Sergeant due to his outstanding ability and leadership. It is my belief that he is fully qualified for promotion to Sergeant E-5.</p> <div style="text-align: right;">  THOMAS W. LINGEN Capt, Inf Commanding </div> | |

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

DA FORM 1049

1 OCT 55

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1955 O - 364214

Figure 11-1-6.2.

| | | |
|--|---|-------------------------|
| PERSONNEL ACTION (AR 340-15) | | DATE 1 December 1961 |
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Request for Classification Board Action | |
| TO: CO, 1st Bn, 19th Inf Fort Miller, Utah | FROM: CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Request that Sgt (E-5) Ralph T. Underwood, RA 19 300 831 be laterally appointed to Specialist Five (E-5) for lack of leadership.</p> <p>2. Sgt Underwood is attached to this unit from the 21st Medical Detachment, 19th Field Hospital, Fort Dundees, Texas.</p> <p>3. Sgt Underwood is technically qualified in his primary MOS, but does not demonstrate the leadership ability required of a noncommissioned officer.</p> <p>4. On numerous occasions, I have talked to Sgt Underwood in regard to his lack of leadership. His barracks area is never ready for inspection, nor are his men. Each time this situation has been called to his attention he has stated that he cannot control the men assigned to his platoon, and they never do anything he asks them to do.</p> <p>5. Sgt Underwood was advised of my proposed action and stated that he wanted to retain his NCO status.</p> <p style="text-align: right;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> <p>1 Incl *Statement of Sgt Underwood</p> <p>*No sample provided.</p> | |
| USE PLAIN PAPER FOR CONTINUATION OF COMMENTS | | |

DA FORM 1049

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

STANDARD FORM NO. 1049

Figure 11-1-6.3.

Procedure 11-1-7

ENLISTED APPOINTMENTS REQUIRING QUOTAS

1. References.

- a. AR 310-10.
- b. AR 624-200.

2. Form. DA Form 1049 (Personnel Action).

3. General. a. Enlisted men recommended for appointment must meet the criteria set forth in AR 624-200. Control will be exercised by appointment authorities to insure appointments do not exceed local cumulative pay grade vacancies, major command ceilings, or allotted quotas. A recommendation for appointment will be submitted only as authorized in local command directives.

b. The unit will receive an appointment allocation from the next higher headquarters. The letter of allocation will indicate the number of appointments that may be made in each grade. The letter will also contain a list of MOS's in which appointments may not be effected, a roster of soldiers previously recommended, and the latest date on which recommendations will be submitted to the allocating headquarters (fig. 10-1-1.1).

★*Note.* Only the individuals whose names appear on the roster as being eligible for appointment to grades E-7 through E-9 may be considered. Appointment allocations for these grades are issued against a requisition and for a specific MOS.

4. Procedure. a. The method by which eligible soldiers are selected for appointment to pay grade E-4 is at the discretion of the unit commander. The unit commander may establish a unit appointment board or may act individually on recommendations submitted by designated leaders within the unit.

- (1) Check the Personnel Data Cards (PDC) of the recommended soldiers for flagging action under AR 600-31 and pending personnel actions. Advise the unit commander of any pending actions affecting the eligibility of the soldier for appointment.
- (2) Verify the eligibility of the soldier for appointment from the criteria contained in AR 624-200.

★(3) Report the name of the soldier selected through the personnel staff NCO, to the PSD by indorsement to the letter of allocation in accordance with instructions furnished by the PSD.

- (4) The PSD will verify the eligibility of the soldier for appointment and indorse the correspondence to the unit for publication of orders.
- (5) Effect the appointment on unit orders in accordance with AR 310-10.
- (6) The following distribution will be required in addition to the normal distribution of unit orders:
 - (a) One copy direct to the battalion personnel staff NCO.
 - (b) Five copies for each soldier appointed will be attached to the PSD copy of the next morning report.
 - (c) One copy for the unit morning report suspense file (to be filed in suspense under the day the appointment is effective).

b. The method by which soldiers are selected for recommendation for appointment to pay grades E-5 and above is determined by the policies of the appointing authority and the unit commander. Upon selection of a soldier to be recommended for appointment within a quota allocation from the battalion headquarters—

- (1) Check the soldier's PDC for flagging action under AR 600-31 or pending personnel actions which might affect his eligibility for appointment. Advise the unit commander if the soldier's eligibility is affected.
- (2) Verify the eligibility of the soldier for appointment from the criteria contained in AR 624-200, and the letter of allocation. The PDC is used as a source of data for establishing the soldier's eligibility.

★(3) Prepare a recommendation for appointment in original and 1 copy (fig. 11-1-7.1) unless otherwise instructed by the battalion headquarters.

(4) Upon completion of action by the unit commander—

(a) Remove 1 copy of the correspondence for file.

(b) Submit the original copy to the battalion headquarters.

(c) Annotate the reverse of the PDC in red pencil "Rec for apmt to (grade and date)."

★c. The battalion personnel staff NCO will notify the unit of the date, time and place that an appointment board will be convened, if the battalion uses a board for the selection of soldiers for appointment to grades E-5 through E-7. He will also notify the unit of the date, time, and place for the E-8 and E-9 board.

d. The first sergeant will—

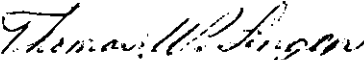
(1) Notify the soldier concerned of the date, time, and place.

(2) Advise the soldier of the proper uniform to be worn.

★e. The appointing authority will cause orders to be issued appointing the soldiers selected for appointment to grades E-5 through E-7. Orders effecting appointments to grades E-8 and E-9 will be accomplished by the management specialist upon receipt of the selected names from E-8 and E-9 Appointment Board. Upon receipt of the unit distribution of the appointing order—

(1) Give 1 copy to the first sergeant so the soldier may be notified in accordance with unit policy.

(2) Place 1 copy in the morning report suspense file under the effective date of the appointment. The date of appointment is the date of the order unless otherwise specified in the body of the order.

| PERSONNEL ACTION (AR 340-15) | | DATE |
|--|---|------|
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Recommendation for Appointment | |
| TO: CO, 1st Bn, 19th Inf Fort Miller, Utah | FROM: CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. UP AR 624-200, SP 4 Ralph T. Underwood, RA 19 300 831, is recommended for appointment to SERGEANT E-5.</p> <p>2. The following additional information is submitted:</p> <ul style="list-style-type: none"> a. FMOS: 112.10 b. IMOS: 112.60 c. TOS: 3 years d. ETS: 3 Feb 62 e. DOR: Apr 59 f. EDUCATION LEVEL: 11½ years <p>3. SP4 Underwood performs all of the duties of a 4.2 Mortar Squad Leader in a superior manner. He was appointed to Acting Sergeant due to his outstanding ability and leadership. It is my belief that he is fully qualified for appointment to SERGEANT E-5.</p> <p>4. SP4 Underwood is in an appointable status.</p> <p>5. This recommendation is submitted in response to para 3, letter HQFBN-XIX dated 25 July 1961, subject: Quota for Temporary Appointments to Pay Grades E-4 thru E-7.</p> <p style="text-align: right;">  THOMAS W. LINGEN Capt, Inf Commanding </p> | |
| USE PLAIN PAPER FOR CONTINUATION OF COMMENTS | | |

DA FORM 1049

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1961 O - 361274

Figure 11-1-7.1.

Procedure 11-1-8

ENLISTED EVALUATION SYSTEM

1. References.

- a. AR 611-203.
- b. AR 611-205.
- c. AR 611-208.

2. Forms.

- a. DA Form 1049 (Personnel Action).
- b. DA Form 2165 (MOS Proficiency Test Roster).
- c. DA Form 2166 (Commander's Evaluation Report).

3. General. a. The Enlisted Evaluation System is a method for determining the competence of enlisted personnel in their MOS. Details of the MOS testing procedure and its objective are contained in AR 611-205.

b. The objective of the proficiency pay program is to attract and retain in the service enlisted personnel trained in occupations of critical importance to the service, and personnel who have demonstrated outstanding effectiveness in any assigned skill regardless of criticality.

c. The results obtained in MOS evaluation are used as a criterion of eligibility to receive proficiency pay, to verify primary MOS, and may be used as an appointment criterion.

d. Awards and withdrawals of proficiency rating designators will be announced in special orders published by the PSD.

4. Procedure. a. When an MOS Evaluation Test is scheduled, the PSD will notify the unit and furnish a roster of the personnel eligible to be tested.

- (1) The list of eligible personnel will have an incomplete DA Form 2166, Commander's Evaluation Report (CER), attached for each name on the list.
- (2) The CER's will be completed in accordance with Procedure 11-1-4.
- (3) Attach all complete CER's to the letter of transmittal and return the correspondence to the PSD in accordance with instructions furnished by the PSD.

b. The PSD will send an MOS Evaluation Test Aid Pamphlet for each soldier scheduled to be tested. The unit commander will insure the availability of the MOS evaluation test aids—

- (1) Furnish the appropriate pamphlet to each soldier to be tested.
- (2) Advise the soldier that it is his responsibility to prepare himself for the test.

- (3) Inform the soldier of any special study course scheduled by the installation or study groups being formed within the unit.

c. When a schedule for testing has been established, the PSD will notify the unit of the soldiers to be tested and of the date, time, and place of the testing session. The soldiers scheduled for testing should be notified in accordance with unit procedures.

- (1) Post the test roster and instructions for reporting on the unit bulletin board for information.
- (2) Insure that instructions are provided for individuals who are scheduled for duty on the date they are to be tested.

d. When evaluation scores are received from the PSD, each soldier must be informed of his score in accordance with unit procedures. The test results may be posted on the unit bulletin board according to the desires of the unit commander.

- (1) Those soldiers who failed to attain a qualifying score of 70 or above will automatically be identified by the PSD for appropriate board action.
- (2) The unit will be notified of the action to be taken in each case where a soldier must appear before a board.

e. Soldiers eligible for award of a proficiency rating, or who retain their rating on evaluation, will be identified by the PSD when the minimum qualifying scores are announced by Department of the Army. The PSD will furnish the unit roster listing the eligible soldiers and a letter of instructions.

- (1) Identify those soldiers on the roster who are recommended for proficiency rating designator (PRD) P2, and not performing duty in an authorized TOE position for their primary MOS (PMOS). These soldiers are not eligible to receive PRD P2 unless their duty assignment is changed (AR 611-208).
- (2) Check the reverse of the Personnel Data Card (PDC) of each soldier listed on the roster to insure there is no flagging action under AR 600-31.
- (3) Furnish the annotated roster to the unit

commander for his determination of those soldiers to be awarded a proficiency rating.

- (4) Prepare the unit commander's reply to the PSD as a comment on the letter of instructions, in original and 1 copy.
- (5) Upon completion of the unit commander's comment—
 - (a) Remove 1 copy of the comment for file.
 - (b) Forward the original to the PSD.

f. Withdrawal of proficiency ratings P1 or P2 will be initiated by the PSD under the circumstances prescribed in AR 611-208.

g. All awards or withdrawals of proficiency ratings will be accomplished on special orders published by the PSD. On receipt of such orders in

the unit—

- (1) Furnish the unit commander a copy of the order.
- (2) Furnish the soldier concerned a copy of the order.
- (3) Accomplish the appropriate morning report entries required by AR 335-60 on the effective date of the order.
- (4) Change the proficiency rating designator on the PDC.
- (5) Annotate the Personnel Information Roster and check with the soldier's immediate superior concerning any proposed change in duty assignment, if not already accomplished.

Procedure 11-1-9

EXCHANGE ASSIGNMENTS

1. **Reference.** AR 614-6.

2. **Form.** DA Form 1049 (Personnel Action).

3. **General.** An individual assigned within the continental United States may request an exchange reassignment ("swap assignment") with another individual at a different station within CONUS for mutual convenience. Assignments of this type are not considered in the best interest of the Government, therefore all expenses incident to travel, shipment of household goods, etc., will be borne by the individual concerned. All commanders concerned must concur in the proposed exchange assignment and establish a mutually agreeable date of reassignment. Preliminary agreement between the two individuals concerned will be arranged on a person-to-person basis and only one individual will submit an application.

4. **Procedure.** *a.* Prior to initiation of a request the soldier must have in his possession a statement from the individual with whom he wants to exchange assignments. The statement must meet the requirements of AR 614-6 and must contain name, grade, PMOS, unit and station (fig. 11-1-9.2).

b. Inform the soldier that all expenses incident to reassignment will be paid by him and that travel time is not authorized; however, he may be granted ordinary leave, during which all travel is to be accomplished. If the soldier does not have sufficient accrued leave he must submit a request for advance leave or excess leave (Procedure 11-2-4).

c. Advise the soldier that if his request is approved he must make all arrangements for shipment of household goods by commercial means, and that Government facilities *will not* be utilized.

d. Prior to initiating DA Form 1049 (fig. 11-1-9.1), insure that both men have the same grade and MOS as required by AR 614-6.

e. Interview the soldier as necessary to obtain the information for the application and verify basic data from the Personnel Data Card (PDC). Check reverse of PDC for flagging or pending personnel actions.

f. Have the soldier read and sign waiver of Government payment of expenses incident to reassignment (fig. 11-1-5.2).

g. Obtain information for Comment 2 from the Personnel Data Card (PDC) and the unit commander. The unit MOS inventory data can be computed from the monthly Personnel Information Roster.

h. Prepare application in original and 5 copies and have the soldier sign original.

i. On completion of Comment 2 by unit commander (fig. 11-1-9.1--Continued)—

- (1) Remove a copy of correspondence for unit files.
- (2) Forward application in original and 4 copies through battalion headquarters to the PSD.
- (3) Annotate the PDC on the reverse in red pencil, "Req for exch reasgmt sbm (date)."

| PERSONNEL ACTION (AR 340-15) | | DATE 1 July 1961 |
|--|---|---|
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Request for Exchange Assignment | |
| TO: CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | FROM: Pfc Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf Fort Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1. | <p>1. UP para 24, AR 614-6, I request an exchange assignment to Camp Drum, New York.</p> <p>2. I have made person-to-person contact with another service member who has the same MOS, grade and qualifications that I have. His statement is attached as Incl 1.</p> <p>3. The following information is furnished on the service member this transfer is to be effected with:</p> <p style="margin-left: 40px;">NAME: Howard W. Smith GRADE: Pfc E-3 PMOS: 111.10 UNIT: HQ Co, USA Garrison (2431) STATION: Camp Drum, N.Y.</p> <p>4. I understand that I must pay all costs involved in this PCS and that no reimbursement is authorized for travel or transportation of myself or my dependents. My statement is attached as Incl 2.</p> <p style="text-align: right;"><i>Ralph T. Underwood</i> RALPH T. UNDERWOOD RA 19 300 831 Pfc, Co B, 1st Bn, 19th Inf</p> | |
| 2 Incl as | | |
| 2 THRU: | CO, 1st Bn, 19th Inf | FROM: CO, Co B, 1st Bn, 19th Inf 1 Jul 61 |
| TO: | CO, 99th Inf Div ATTN: AG-PSD | |
| | <p>1. Recommend approval.</p> <p>2. Conduct <u>Excellent</u> Efficiency <u>Excellent</u></p> <p>3. Soldier's MOS:</p> <p style="margin-left: 40px;">a. Primary: 111.10</p> <p style="margin-left: 40px;">b. Secondary: None</p> | |
| USE PLAIN PAPER FOR CONTINUATION OF COMMENTS | | |

DA FORM 1049

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1955 O - 304714

Figure 11-1-9.1.

- 2 Underwood, Ralph T.
RA 19 300 831
SUBJECT: Request for Exchange Assignment

c. Additional: None

d. Duty: 611.10

4. This unit is overstrength in soldier's MOS:

a. Authorized: 86 E-3 111.10

b. Actual: 94 E-3 111.10

5. Pfc Underwood is not under charges, investigation, flagging action under AR 600-31, or administrative actions which may result in reassignment or separation.

2 Incl
nc

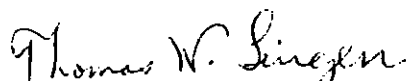

THOMAS W. LINGEN
Capt, Inf
Commanding

Figure 11-1-9.1—Continued.

S T A T E M E N T

I, the undersigned, agree to this exchange assignment with Pfc Ralph T. Underwood, RA 19 300 831, who is presently stationed at Fort Miller, Utah.

If this request is approved I understand that expenses incident to this assignment will be borne by me. I further understand that any time used as travel between duty stations will be charged against me as ordinary leave.

The following personal data required by AR 614-6 is submitted:

NAME: Howard W. Smith
GRADE: Pfc (E-3)
PMOS: 111.10
UNIT: HQ Co., USA Garrison (2431), Camp Drum, N.Y.

Howard W. Smith
HOWARD W. SMITH
RA 11 365 101
Pfc E-3

Procedure 11-1-10

INTRADIVISIONAL REASSIGNMENT

1. **Reference.** AR 614-6.

2. **Form.** DA Form 1049 (Personnel Action).

3. **General.** A soldier may request an intradivisional reassignment when he can be utilized in another organization within the division. Reassignment of enlisted personnel between units located at the same station, installation, or activity, may be effected by the commanders of battalions, divisions, etc., without regard to the policy restrictions or assignment limitations imposed on permanent change of station, provided such reassignment will not result in a permanent change of station for the individual concerned.

4. **Procedure.** a. The first orderly room action on a request for reassignment within the division should be an interview by the first sergeant and unit commander.

(1) Remove the soldier's Personnel Data Card (PDC) from the file in order to—

(a) Determine whether there are any pending personnel actions.

(b) Provide a source of information on the soldier's personal status as a supplement to the interview.

(2) The interview with the unit commander will be arranged according to unit policy.

b. Prepare the soldier's request for reassignment on DA Form 1049 in original and 3 copies (fig.

11-1-10.1).

(1) Verify the basic personal data from the PDC.

(2) Check the reverse of the PDC for flagging action or pending personnel actions.

(3) Have the soldier sign the request and tell him that he will be informed of the final action on his request.

c. Prepare the unit commander's comment based on the results of the interview (Comment 2, fig. 11-1-10.1).

(1) The status of the soldier's PMOS in the unit should be indicated as "Authorized (number) and Actual (number)." This information may be computed from the posted monthly Personnel Information Roster.

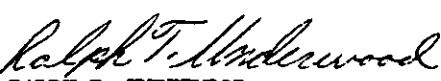
(2) If the soldier's PMOS is not authorized in the unit TOE, the unit commander's comment should so state.

d. Upon completion of the unit commander's comment—

(1) Remove a copy of the correspondence for the unit file.

(2) Forward the original and 2 copies to the battalion headquarters.

(3) Annotate the reverse of the PDC in red pencil "Reg for reasgmt sbm (date)."

| | | |
|--|---|---|
| PERSONNEL ACTION (AR 340-15) | | DATE 1 December 1961 |
| FILE REFERENCE Underwood, Ralph T. | SUBJECT Request for Reassignment | |
| TO: CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | | FROM: Sgt Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf Fort Miller, Utah |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Under the provisions of AR 614-6 it is requested that I be reassigned to Headquarters and Headquarters Company, 2d Battalion, 19th Infantry, Fort Miller, Utah.</p> <p>2. My primary MOS is not authorized in the TOE of this organization and I am currently performing duty in an additional MOS. The unit to which I am requesting reassignment has an authorized vacancy in my PMOS.</p> <p style="text-align: right;">  RALPH T. UNDERWOOD RA 19 300 831 Sgt, Co B, 1st Bn, 19th Inf </p> | |
| 2 | <p>TO: CO, 1st Bn, 19th Inf FROM: CO, Co B, 1st Bn, 19th Inf 4 Dec 61</p> <p>1. Recommend approval.</p> <p>2. Conduct _____ Efficiency _____.</p> <p>3. Status of soldier:</p> <p>a. VPMOS: 643.60</p> <p>b. Duty: 111.60</p> <p>c. SMOS: 716.60</p> <p>d. AMOS: 111.60</p> <p>e. ETS: Jul 64</p> <p>4. Status of soldier's PMOS in unit:</p> <p>a. Authorized: None</p> <p>b. Actual: One</p> | |

DA FORM 1049

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1962 O-364714

Figure 11-1-10.1.

2 Underwood, Ralph T.
RA 19 300 831
SUBJECT: Request for Reassignment

5. Sgt Underwood is not under charges, investigation, flagging action under AR 600-31, or administrative action which may result in reassignment or separation.

Thomas W. Lingen
THOMAS W. LINGEN
Capt, Inf
Commanding

Figure 11-1-10.1—Continued.

Procedure 11-1-11
PERMISSIVE REASSIGNMENT

1. Reference. AR 614-6.

2. Form. DA Form 1049 (Personnel Action).

3. General. Soldiers assigned within the continental United States may request reassignment to another station in the United States when personal problems present a need for such reassignment, but they do not have sufficient basis for a compassionate reassignment. A permissive reassignment is not considered in the best interests of the Government and the soldier will be required to pay all costs of the move including transportation of household goods, movements of dependents, etc. Travel time is not authorized for a permissive reassignment but ordinary leave may be granted to accomplish the travel. This type of reassignment request may be submitted only when an appropriate grade and MOS vacancy exists at the station to which reassignment is desired. Inquiries will not be initiated through official correspondence nor will installation commanders be queried by personal letters.

4. Procedure. *a.* The first orderly room action on any application for reassignment is a personal interview by the unit commander according to unit procedures.

b. Prior to actual submission of the application, the soldier must obtain documentary evidence to establish the existence of family problems necessitating reassignment. If a prior request for compassionate reassignment was disapproved, the same

documentary evidence may be used for permissive reassignment.

c. Interview the soldier as necessary to obtain information for the application (fig. 11-1-11.1) and verify his eligibility from AR 614-6.

d. Have the soldier read and sign waiver of Government payment of expenses incident to reassignment (fig. 11-1-5.2).

e. Inform the soldier that if he does not have sufficient accrued leave time to accomplish travel to new duty station he must request advance or excess leave (Procedure 11-2-4).

f. Prepare the application in original and 5 copies using information furnished by the soldier.

g. Obtain information for Comment 2 (fig. 11-1-11.1) from the Personnel Data Card.

- (1) Check the reverse of the card for flagging action or pending personnel actions.
- (2) Data concerning the unit MOS inventory may be computed from the monthly Personnel Information Roster.

h. On completion of Comment 2—

- (1) Remove a copy of application for unit file.
- (2) Forward application in original and 4 copies through battalion headquarters to the PSD.
- (3) Annotate reverse of PDC in red pencil, "Req for perm reasgmt sbm (date)."

| | | |
|--|---|----------------------|
| PERSONNEL ACTION (AR 340-15) | | DATE 21 July 1961 |
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Request for Permissive Reassignment | |
| TO: CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | FROM: Pfc Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf Fort Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. UP para 22, AR 614-6, I request a permissive reassignment to Camp Drum, New York.</p> <p>2. On 12 July 1961 my father suffered a minor heart attack, our family doctor stated that he would not be able to work full time when he recovers from his illness. My mother had to stop working in order to take care of my father. I feel if this transfer is approved that I would be more able to help out at home. My home is 14 miles from Camp Drum, New York. Statement of our family physician is attached as Inclosure 1.</p> <p style="text-align: right;"><i>Ralph T. Underwood</i> RALPH T. UNDERWOOD RA 19 300 831 Pfc, Co B, 1st Bn, 19th Inf</p> <p>4 Incl *1. Statement of Dr. Lee *2. Statement of Rev Brown *3. Statement fr Red Cross 4. Statement of EM</p> <p>*No samples provided.</p> | |
| 2 | <p>THRU: CO, 1st Bn, 19th Inf FROM: CO, Co B, 1st Bn, 19th Inf 22 Jul 61</p> <p>TO: CG, 99th Inf ATTN: AG-PSD</p> <p>1. Recommend approval.</p> <p>2. Conduct _____ Efficiency _____.</p> <p>3. Soldier's MOS:</p> <p style="margin-left: 40px;">a. Primary: 111.10</p> <p style="margin-left: 40px;">b. Secondary: None</p> <p style="margin-left: 40px;">c. Additional: None</p> <p style="margin-left: 40px;">d. Duty: 631.10</p> | |
| USE PLAIN PAPER FOR CONTINUATION OF COMMENTS | | |

DA FORM 1049
1 OCT 55

REPLACES EDITION OF 1 OCT 52, WHICH IS OBSOLETE

GPO : 1955 O - 344114

Figure 11-1-11.1.

2 Underwood, Ralph T.
RA 19 300 831
SUBJECT: Request for Permissive Reassignment

4. This unit is overstrength in soldier's MOS:

a. Authorized: 86 E-3 111.10

b. Actual: 94 E-3 111.10

5. Pfc Underwood is not under charges, investigation, flagging action under AR 600-31, or other administrative actions which may result in reassignment or separation.

4 Incl
no



THOMAS W. LINGEN
Capt, Inf
Commanding

Figure 11-1-11.1—Continued.

Procedure 11-1-12

RETESTING WITH ARMY CLASSIFICATION BATTERY

1. **Reference.** AR 611-203.
2. **Form.** DA Form 1049 (Personnel Action).
3. **General.** Retesting with the Army Classification Battery is authorized only under the conditions set forth in appendix I, AR 611-203.
4. **Procedure.**
 - a. Verify from appendix I, AR 611-203, that retesting is authorized as requested by the soldier. Resolve any questions by verbal inquiry to the personnel staff NCO at the next higher headquarters.
 - b. Prepare the request for retest in original and 3 copies for the soldier's signature (fig. 11-1-12.1).
 - c. Submit the request to the unit commander for approval.
 - d. Upon approval of the request by the unit commander, prepare Comment 2 with the unit commander's recommendation and statement of the soldier's duty performance (fig. 11-1-12.1).
 - e. Upon approval of Comment 2 by the unit commander—
 - (1) Remove 1 copy of the correspondence for the unit suspense file (7-day suspense).
 - (2) Forward the original and 1 copy to the PSD.
 - f. Inform the soldier of the date, time, and place of administration of the tests as subsequently directed by the PSD.

| | | |
|--|---|-------------------------|
| PERSONNEL ACTION (AR 340-15) | | DATE 1 December 1961 |
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Army Classification Battery Retest | |
| TO: CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | FROM: Pfc Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf Fort Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Under the provisions of paragraph 10b and Appendix I, AR 611-203, request that I be retested with the Army Classification Battery.</p> <p>2. I successfully completed the high school level GED test on 15 November 1961.</p> <p style="text-align: right;"><i>Ralph T. Underwood</i> RALPH T. UNDERWOOD RA 19 300 831 Pfc, Co B, 1st Bn, 19th Inf</p> | |
| 2 | <p>TO: CG, 99th Inf Div FROM: CO, Co B, 1st Bn, 19th Inf 2 Dec 61 ATTN: AG-PSD</p> <p>1. Recommend approval.</p> <p>2. Individual meets the criteria set forth in paragraph 3, Appendix I, AR 611-203.</p> <p>3. Individual's duty performance and general behavior indicate that he should attain higher scores when retested.</p> <p style="text-align: right;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> | |
| USE PLAIN PAPER FOR CONTINUATION OF COMMENTS | | |

DA FORM 1049
1 OCT 55

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO 1960 O - 384714

Figure 11-1-12.1.

Procedure 11-1-13

SERVICE SCHOOLS

1. References.

- a. AR 350-22.
- b. AR 611-201.
- c. AR 611-203.
- d. AR 611-215.
- e. DA Pam 20-21.

2. Form. DA Form 1049 (Personnel Action).

3. General. Individuals may submit applications to attend any service school to further their knowledge in specific fields, or to obtain new knowledge of specific fields. The soldier must meet prerequisites established for the course he is requesting. Prerequisites for all courses are found in DA Pam 20-21 (Army School Catalog).

4. Procedure. a. The criteria for attendance at an Army school may be obtained by telephone from the training NCO, S3 Section, Battalion Headquarters. The unit training NCO should telephone and request—

- (1) Course number and title.
- (2) School administering the course.
- (3) Prerequisites for the course.
- (4) Length of the course.
- (5) Information on similar locally conducted schools.

b. Have the soldier read the prerequisites for the course and be sure that he meets all prerequisites in both DA Pam 20-21 and AR 611-215. The soldier should be interviewed by the unit training officer to establish an estimate of his motivation for completion of the course.

c. Prepare the application in original and 4 copies (fig. 11-1-13.1).

d. Obtain the information for Comment 2 from the unit training officer.

- (1) Check the reverse of the Personnel Data Card (PDC) for pending personnel actions or flagging action.
- (2) The MOS status of the unit may be computed from the posted monthly Personnel Information Roster.

e. When the unit commander has completed Comment 2 of the request—

- (1) Annotate the reverse of the PDC in red pencil, "Req for svc sch sbm (date)."
- (2) Remove 1 copy of the correspondence for the unit file.
- (3) Forward the application in original and 3 copies to the battalion headquarters.

| PERSONNEL ACTION (AR 340-15) | | DATE 1 December 1961 |
|--|--|-------------------------|
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Request to Attend Service School | |
| TO: CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | FROM: Pfc Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf Fort Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Under the provisions of Section III, AR 611-215 and DA Pamphlet 20-21, request I be permitted to attend Course Number 1R-3434 (Surface to Surface Missile), at Yuma Test Station, Yuma, Arizona.</p> <p>2. I have read, and believe that I meet all necessary prerequisites required by the above regulations.</p> <p style="text-align: right;"><i>Ralph T. Underwood</i> RALPH T. UNDERWOOD RA 19 300 831 Pfc, Co B, 1st Bn, 19th Inf</p> | |
| 2 | <p>THRU: CO, 1st Bn, 19th Inf FROM: CO, Co B, 1st Bn, 19th Inf 4 Dec 61</p> <p>TO: CG, 99th Inf Div ATTN: AG-PSD</p> <p>1. Recommend approval.</p> <p>2. Conduct _____ Efficiency _____.</p> <p>3. Status of soldier's FMOS in this unit:</p> <p style="margin-left: 40px;">a. Authorized: 111.10 E-3 89</p> <p style="margin-left: 40px;">b. Actual: 111.10 E-3 85</p> <p>4. Upon completion of school training the services of this soldier cannot be utilized by this unit.</p> <p>5. A replacement for Pfc Underwood will be required if this request is approved.</p> <p>6. Pfc Underwood is not under charges, investigation, flagging action under AR 600-31, or administrative actions which may result in reassignment or separation.</p> <p style="text-align: right;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> | |

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

DA FORM 1049

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO 1961 O-364734

Figure 11-1-13.1.

Procedure 11-1-14
SPECIAL ASSIGNMENTS

1. References.

- a. AR 611-50.
- b. AR 611-214.
- c. AR 614-212.
- d. AR 614-6.

2. Forms. The forms used will depend on the regulation under which the request is submitted.

3. General. This procedure governs the submission of applications for assignment to Military Missions, Advisory Groups, International and Joint Headquarters, Reserve Component and Reserve Officers Training Corps duty. These procedures may also apply to other types of special assignments not specifically mentioned herein. Any question concerning these assignments may be referred to the battalion personnel staff NCO.

4. Procedure. a. A soldier desiring a special assignment should first be required to read the governing regulation. He should be assisted in interpreting any part of the regulation relating to the criteria for, or conditions of, the assignment. The soldier must consider himself and his dependents fully qualified and highly motivated for the assignment.

b. Arrange an interview by the unit commander according to unit policy.

- (1) Furnish the interviewing officer the applicable regulation so he may first familiarize himself with the stringent personal standards required of individuals applying for special assignments.
- (2) Furnish the interviewing officer the soldier's Personnel Data Card (PDC).
- (3) A subsequent interview with the soldier's adult dependents is required for certain assignments.

c. The unit commander will determine from the information available at unit level, and from the interview, if the soldier appears qualified for the assignment.

d. Contact the battalion personnel staff NCO and arrange an appointment for the soldier with the personnel management team specialist, PSD.

e. The Personnel Management Branch of the PSD will check the soldier's official records and assist him in preparation of the application. A list of instructions for the processing of the application will be furnished the unit.

Procedure 11-1-15

TEMPORARY DEFERMENT FROM FOREIGN SERVICE

1. **Reference.** AR 614-30.

2. **Form.** DA Form 1049 (Personnel Action).

3. **General.** Under the provisions of section III, AR 614-30, a soldier may be granted a temporary deferment from overseas service when compliance with such orders will impose undue hardship upon the individual or his family. Criteria for determining "hardship" are set forth in AR 614-30. In no case will AR 614-30 be used as a means of affording individuals an unjustified delay in departure from their home stations. To avoid excessive loss of time in processing approved requests for deferment, every effort will be made to expedite the forwarding of applications.

4. **Procedure.** *a.* The first orderly room action on any application for deferment is a personal interview by the unit commander according to unit procedures.

b. Prior to actual submission of the application, the soldier must obtain documentary evidence, in accordance with AR 614-30, to establish the existence of family problems necessitating deferment (figs. 11-1-15.2 and 11-1-15.3).

c. The soldier must make a statement as to whether or not request for deferment from this or another overseas assignment has ever been submitted and the action taken in response to such a request (fig. 11-1-15.1).

d. Based on information provided by the soldier, type the request on DA Form 1049 in original and 2 copies.

e. The unit commander's indorsement will include information as prescribed by AR 614-30 (Comment 2, fig. 11-1-15.1). Check the Personnel Data Card (PDC) for flagging action or pending personnel actions.

f. On completion of Comment 2 by the unit commander—

- (1) Remove a copy of correspondence for unit files.
- (2) Forward application in original and 1 copy through battalion headquarters to the PSD.
- (3) Annotate reverse of the PDC in red pencil "Req for deferment o/s sbm (date)."

| | | |
|--|---|---------------------|
| PERSONNEL ACTION (AR 340-15) | | DATE 1 July 1961 |
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Request for Temporary Deferment from Oversea Levy | |
| TO: CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | FROM: Pfc Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf Fort Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. UP para 10, Section III, AR 614-30, I request a 30-day temporary deferment. I am levied for overseas on 3 August 1961 and scheduled to report to the Port of Debarkation on 1 August 1961.</p> <p>2. My reason for this request is that my wife is in her 8th month of pregnancy. The baby is due o/a 1 August 1961 and I have two other children who must be taken care of while my wife is in the hospital. After the birth of the baby, my wife will be unable to take care of our two older children; one is 5 and the other is 2 years of age. The doctor has informed me that my wife will have to remain in bed approximately 10 to 14 days upon her release from the hospital.</p> <p>3. My mother is my only living relative, and she lives in Buffalo, New York. I cannot afford to pay her transportation here to take care of my wife and children for a month or more.</p> <p>4. My home address is: 1931 Barber Street, Salt Lake City, Utah.</p> <p>5. I have not submitted a request for a temporary deferment on this levy nor have I made a previous request resulting in deferment from overseas assignment.</p> <p style="text-align: right;"><i>Ralph T. Underwood</i> RALPH T. UNDERWOOD RA 19 300 831 Pfc, Co B, 1st Bn, 19th Inf</p> <p>2 Incl 1. Ltr from Doc 2. Affidavit fr Mrs. Smith</p> | |
| 2 | <p>THRU: CO, 1st Bn, 19th Inf FROM: CO, Co B, 1st Bn, 19th Inf 1 Jul 61</p> <p>TO: CG, 99th Inf Div ATTN: AG-PSD</p> <p>1. Recommend approval.</p> <p>2. Subject EM is on HQ, 99th Inf Div SO 103 (oversea levy) and is charged against August allocation of CGUSASEVEN (USAREUR).</p> <p style="text-align: right;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> <p>2 Incl nc</p> | |
| USE PLAIN PAPER FOR CONTINUATION OF COMMENTS | | |

DA FORM 1049

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1960 O - 364714

Figure 11-1-15.1.

S T A T E M E N T

I have been the attending physician for Pfc Ralph T. Underwood's wife during and prior to her pregnancy. Mrs. Underwood's condition is such that the birth will be caesarean section. After such a birth, the mother must have at least 10 to 14 days rest after release from the hospital.

It is of the greatest importance that Pfc Underwood be granted a 30-day deferment, which would allow his wife time to recover. I feel that 30 days would be sufficient time for Mrs. Underwood to recover sufficiently to take care of her two other children.

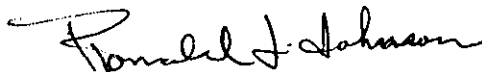

RONALD J. JOHNSON, MD
Major, MC
Attending Physician

Figure 11-1-15.2.

AFFIDAVIT

Pfc Underwood has lived next door to me for over a year now; at the present time his wife is pregnant, and cannot do very much work around the house without the help of Ralph. Mr. and Mrs. Underwood have two other small children to take care of also. Mr. Underwood informed me that he may go overseas shortly and asked if I would take care of his two children while his wife is in the hospital, and for about two weeks after she comes out. I will be leaving this area myself about the same time that Mr. Underwood will be leaving and I am therefore unable to meet his request.



MARY B. SMITH
Visiting Nurse
Child Welfare Department

Figure 11-1-15.3.

Procedure 11-1-16

VERIFICATION AND USE OF PERSONNEL INFORMATION ROSTER

1. References.

- a. AR 611-203.
- b. AR 600-16.
- c. DA Pam 600-8.

2. Forms.

- a. Personnel Information Roster (Machine) DA 2472 (app. 6-II).
- b. Personnel Information Roster (Manual) (fig. 3-11.1, DA Pam 600-8).

3. General. The Personnel Information Roster is a monthly roster listing basic information on all officer and enlisted personnel assigned to each company of the division. It is a means of communication between the PSD and a commander or staff supervisor regarding personnel management activities. The roster is maintained on a day-to-day basis to indicate forwarding of requests for reclassification or reassignment; approval of OJT; posting of special orders; changes of duty titles or duty MOS; recommendations for appointment, conduct, and efficiency ratings; and remarks pertaining to qualification in DMOS.

4. Procedure. a. Upon initial receipt of the letter from the PSD (fig. 11-1-16.1) with 4 copies of the Personnel Information Roster—

- (1) Verify entries on the roster by checking against the preceding month's posted roster.
- (2) Correct errors by drawing a single line through erroneous data and printing correct information.

b. In addition to the sources of information in paragraph 3, check with the first sergeant and unit commander for any other information or actions the unit commander desires in the "Remarks" column.

c. Print information from the previous month's posted roster and additional information and actions desired by the unit commander in the "Remarks" column on all copies of the roster.

d. Prepare an indorsement to return the rosters to the PSD (fig. 11-1-16.1).

e. Attach all copies of the roster and give to the first sergeant to check for accuracy and proper content.

f. When the first sergeant has completed checking the correspondence, submit it to the unit commander for verification and signature.

g. After receipt of the signed correspondence and attached rosters from the unit commander—

- (1) Dispatch the original and 1 copy of the letter, and the original and 2 copies of the roster to the PSD.
- (2) Retain 1 copy of the PSD letter in the unit files.
- (3) Retain 1 copy of the roster to be used as a work copy. Keep the roster posted daily by entering changes in duty MOS, reclassification and reassignment actions, requests for OJT submitted to the commander, special orders, conduct and efficiency ratings, and other appropriate remarks as directed by the unit commander.

h. The PSD will take appropriate action on the annotated roster and return 1 copy of the roster indicating the action has been accomplished or is pending. Upon receipt of the copy of the completed roster from the personnel management team specialist—

- (1) Route the roster to the first sergeant and the unit commander for information relative to action completed by the PSD, and requests from the PSD for action to be accomplished by the unit.
- (2) Withdraw file copy of the letter referred to in g(2) above, and destroy.
- (3) Post comments from the returned roster to the work copy g(3) above, and file the returned roster in the unit files for 3 months, then destroy.

i. Upon receipt of the next month's completed roster from the PSD, repeat the maintenance procedures.

HEADQUARTERS
99TH INFANTRY DIVISION
FORT MILLER, UTAH

6 May 1961

SUBJECT: Verification of Personnel Information Roster

TO: Commanding Officer
Company C, 2nd Battalion
19th Infantry
Fort Miller, Utah

1. Four (4) copies of a Personnel Information Roster for your organization are attached for verification and comment.

2. It is requested that the information on the roster be verified and changes and/or discrepancies noted in the remarks column. An asterisk appearing in the remarks column opposite a line entry indicates a possible mal-assignment or other discrepancy in the data shown. An appropriate entry will be made on the unit morning report to substantiate change in data required to be reported in accordance with AR 335-60.

3. Remarks to be entered are:

- a. Changes of duty assignments.
- b. Enlisted efficiency ratings in the event of supervisory changes.
- c. Classification or reclassification actions desired.
- d. Satisfactory completion of on-the-job training.
- e. Discrepancies in duty titles or duty MOS.
- f. Other pertinent information.

Figure 11-1-16.1.

6 May 1961


SUBJECT: Verification of Personnel Information Roster

4. The Personnel Information Roster verified in Feb, May, Aug and Nov will be annotated with a "yes" opposite the names of soldiers recommended for appointment to the next higher temporary grade. Recommended individuals must meet all eligibility criteria in AR 624-200 or meet the criteria by (Specify date), to be recommended for appointment.

5. Three copies of the verified Personnel Information Roster are to be returned to this headquarters, ATTN: AGPSD-M, not later than 5 work days after receipt.

FOR THE COMMANDER:

1 Incl
as


JOHN W. SMITH
Capt, AGC
Asst Adj Gen

(6 May 61)

1st Ind

CO, Co B, 1st Bn, 19th Inf, Fort Miller, Utah, 5 June 1961

TO: Commanding General, 99th Inf Div, Fort Miller, Utah

Paragraphs 2, 3, 4, and 5 of basic letter complied with.

1 Incl
wd quad cy

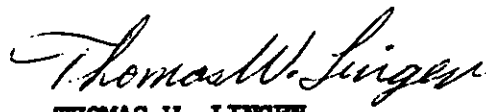

THOMAS W. LINGGEN
Capt, Inf
Commanding

Figure 11-1-16.1—Continued.

Procedure 11-1-17

VOLUNTEER FOR FOREIGN SERVICE

1. Reference. AR 614-30.

2. Form. DA Form 1049 (Personnel Action).

3. General. An individual volunteering for foreign service must meet the criteria contained in AR 614-30. The submission of a request for overseas service constitutes a waiver, if applicable, of the 18 months assured service in CONUS or area of residence. This request will also constitute a commitment to extend term of enlistment or active duty, or to reenlist in order to have sufficient remaining service to complete the prescribed tour in the overseas area. If the application is approved reassignment is directed, reenlistment, extension of active duty or extension of enlistment will be accomplished prior to departure from the home station.

4. Procedure. *a.* Have the soldier read the eligibility requirements in AR 614-30 and assist him in determining his eligibility.

b. Interview the soldier to obtain the necessary information for the application (fig. 11-1-17.1).

- (1) Verify personal data from the Personnel Data Card (PDC).
- (2) Check the reverse of the PDC for pending actions or flagging actions.

c. Prepare the application and Comment 2 on DA Form 1049 in original and 4 copies (fig. 11-1-17.1).

d. When the unit commander has completed Comment 2—

- (1) Annotate reverse of the PDC in red pencil, "Vol for FS (date)."
- (2) Remove a copy of the correspondence for the battalion headquarters and place a red check mark beside the address of the headquarters.
- (3) Remove a copy of the correspondence for the unit file.
- (4) Forward the application in original and 2 copies to the PSD.

e. When an approved request for foreign service is received—

- (1) Notify soldier in accordance with unit policy.
- (2) Correct the FSA Code on the morning report.
- (3) Annotate reverse of the PDC in red pencil "Approved vol for FS (date)."
- (4) Change the FSA Code on the front of the PDC.

| PERSONNEL ACTION (AR 340-15) | | DATE 1 December 1961 |
|--|---|-------------------------|
| FILE REFERENCE UNDERWOOD, Ralph T. RA 19 300 831 | SUBJECT Request for Foreign Service | |
| TO: CO, Co B, 1st Bn, 19th Inf Ft Miller, Utah | FROM: Pfc Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Under the provisions of AR 614-30 I request foreign service in the following theaters in the priority indicated:</p> <p>() Any O'Sea (1) Europe (3) Korea (2) Okinawa</p> <p>() Hawaii () Alaska () Africa & Middle East area</p> <p>() Caribbean area () Japan () North Atlantic Area</p> <p>2. If selected for assignment to the theater of my choice I will extend my period of active duty, or reenlist, in order to complete a normal tour in the overseas command.</p> <p>3. My last completed overseas tour was (with) (without) dependents and I was assigned to: BSHA (Korea)</p> <p>4. I (have) (have not) completed 18 months in COMUS since my return from overseas.</p> <p style="text-align: right;"><i>Ralph T. Underwood</i> RALPH T. UNDERWOOD RA 19 300 831 Pfc, Co B, 1st Bn, 19th Inf</p> | |
| 2 | <p>TO: CO, 99th Inf Div FROM: CO, Co B, 1st Bn, 19th Inf 4 Dec 61</p> <p>ATTN: AG-PSD</p> <p>1. Recommend approval.</p> <p>2. Conduct <u>Etc</u> Efficiency <u>Etc.</u></p> <p>3. Pfc Underwood is not under charges, investigation, flagging action under AR 600-31, or administrative actions which may result in reassignment or separation.</p> <p style="text-align: right;"><i>Thomas W. Linger</i> THOMAS W. LINGER Capt, Inf Commanding</p> <p>Copy Furn: CO, 1st Bn, 19th Inf</p> <p>NOTE. -- This format is suitable for reproduction as a form letter.</p> | |

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

DA FORM 1049
1 OCT 55

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1955 O - 344714

Figure 11-1-17.1.

Section III. PERSONNEL ACTIONS AND PERSONAL AFFAIRS

Procedure 11-2-1

EARLY SEPARATION TO ACCEPT EMPLOYMENT OF A SEASONAL NATURE

1. **Reference.** AR 635-205.

2. **Form.** DA Form 1049 (Personnel Action).

3. **General.** Enlisted men who have less than 3 months remaining in their terms of service and have completed 21 months active service may be discharged for the convenience of the Government to accept employment of a seasonal nature. Applications must evidence an opportunity to participate in employment of a seasonal nature which will begin in the 3-month period, and which will not be available upon normal expiration of the soldier's term of service. Detailed criteria are contained in AR 635-205.

4. **Procedure.** a. Soldiers desiring this type of separation will be shown the appropriate paragraph of AR 635-205 which states the evidence required, (letter from prospective employer, county agent, social welfare worker, parents, etc.) (figs. 11-2-1.2 and 11-2-1.3), and what the evidence must prove. Statements from civilian sources should be notarized. An interview by the unit commander will be required so that his comments and recommendations will reflect personal knowledge of the soldier's problem. The unit commander must be prepared to state that the soldier's services are not essential to the organization if he recommends approval of the application.

b. When the soldier had obtained the required evidence, prepare the application in draft form based on the soldier's statement (fig. 11-2-1.1).

(1) Verify the basic data with the Personnel Data Card (PDC).

(2) Check reverse of the PDC for flagging action or pending personnel actions.

c. Prepare the unit commander's comment in draft form.

(1) Compute the unit authorized and actual strength in the soldier's MOS from the posted monthly Personnel Information Roster.

(2) Request from the first sergeant information concerning the essentiality of the soldier to the unit.

(3) Submit the draft application and unit commander's comment to the unit commander for approval.

d. Upon completion of action by the unit commander—

(1) Prepare the application and Comment 2 (fig. 11-2-1.1) in original and 4 copies and obtain the soldier's signature and the unit commander's signature.

(2) Remove 1 copy of the application for the unit files.

(3) Annotate the PDC on the reverse in red pencil, "Req for early sep sbm (date)."

(4) Forward the original and 3 copies of the application through battalion headquarters to the PSD.

| | | |
|--|--|-----------------------|
| PERSONNEL ACTION (AR 340-15) | | DATE 8 August 1961 |
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Early Separation to Accept Employment of a Seasonal Nature | |
| TO: CO, Co B, 1st Bn, 19th Inf Div Ft Miller, Utah | FROM: Pfc Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf Ft Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Under the provisions of paragraph 10, AR 635-205, I request an early release to assist my father, Joseph B. Underwood, harvest this season's feed crop and assist in the dairy operation.</p> <p>2. My father has owned and operated a 600 acre farm in Texarkana, Arkansas for the past 30 years. Prior to my induction I assisted my father on a full time basis in the operation of the farm. At present there are 400 acres under cultivation, 200 acres of wheat and 100 acres of alfalfa and 100 acres of hay. The remainder is pasture which is necessary to support a herd of 200 dairy cows. To date my father has been unable to obtain the help he needs to harvest the feed crops and assist in the dairy operation. It is essential that I be released to prevent a great financial loss.</p> <p>3. I was inducted on 15 December 1959 and my ETS is 14 December 1961. It is necessary that I be released not later than 20 September 1961 in order to be of help this season.</p> <p>4. Letters from my father and the local county agriculture agent are being submitted with this application.</p> <p style="text-align: right;"><i>Ralph T. Underwood</i> RALPH T. UNDERWOOD RA 19 300 831 Pfc, Co B, 1st Bn, 19th Inf</p> <p>2 Incl as</p> | |
| 2 | <p>THRU: CO, 1st Bn, 19th Inf FROM: CO, Co B, 1st Bn, 19th Inf 9 Aug 61</p> <p>TO: CG, 99th Inf Div ATTN: AG-P&D</p> <p>1. Recommend approval.</p> <p>2. Services of soldier are not essential to the performance of this unit's mission.</p> <p>3. Pfc Underwood is not under charges, investigation, flagging action, or other administrative action which may result in reassignment or separation.</p> <p style="text-align: right;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> <p>2 Incl nc</p> | |
| USE PLAIN PAPER FOR CONTINUATION OF COMMENTS | | |

DA FORM 1049

REPLACES EDITION OF 1 OCT 58, WHICH IS OBSOLETE

GPO: 1964 O - 344714

Figure 11-2-1.1.

RD 4, Texarkana, Arkansas
August 5, 1961

Commanding Officer
Company, B, 1st Battalion
19th Inf, 99th Inf Division
Fort Miller, Utah

Dear Sir,

This letter is to inform you of the dire need for the release of my son, Pvt Ralph T. Underwood, to assist me in the operation of my farm.

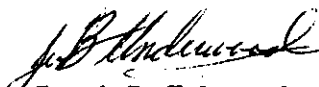
I have maintained my present dairy operation and farming of the necessary feed crops for the past 30 years. My son Ralph assisted with all of the operations for 8 years prior to his induction. There are no other children in the family and I have relied heavily on him in the past.

I have not been able to locate any help in this area and am in great need of my son's assistance as I am unable to manage my 600 acres by myself.

The season for the harvest of my feed crops starts September 20th and ends about November 20th. The dairy operations start immediately following the harvest.

I sincerely appreciate any assistance you can render in the release of my son.

Very truly yours,


Joseph B. Underwood

Notary seal

Inclosure 1

Figure 11-2-1.2.

COUNTY AGRICULTURE DEPARTMENT
TEXARKANA, ARKANSAS

August 1, 1961

Commanding Officer
Company B, 1st Battalion
19th Inf, 99th Inf Division
Fort Miller, Utah

Dear Sir,

This is to inform you that Mr. Joseph B. Underwood, a resident of this county, has owned and operated his present dairy farm for about 30 years. He presently has a herd of about 200 head of dairy cows and has approximately 400 acres under cultivation, of which 200 acres is feed crops. Farm help is in very short supply in this region at this time and my efforts to assist Mr. Underwood obtain help have met with negative results.

It is my hope that you will give favorable consideration to the release of Ralph Underwood in order to prevent financial loss and possibly loss of his total investment.

The season for his operation starts September 20th and runs for about 5 months.

Yours truly,


John R. Doe
Agriculture Agent

Notary seal

Inclosure 2

Figure 11-2-1.3.

Procedure 11-2-2

EARLY SEPARATION TO ATTEND SCHOOL

1. Reference. AR 635-205.

2. Form. DA Form 1049 (Personnel Action).

3. General. Enlisted men who have less than 3 months remaining in their term of service and who have completed at least 21 months active service may be separated upon furnishing evidence that they would be penalized in the pursuit of their education if required to remain in service until their normal expiration of term of service. The school at which attendance is contemplated must be an accredited institution and the course of instruction must lead to a baccalaureate or higher degree. The soldier's services must not be essential to the mission of his assigned organization. Additional criteria are contained in AR 635-205.

4. Procedure. *a.* Enlisted personnel desiring to submit an application for early separation to attend school will be shown the appropriate paragraph of AR 635-205 establishing the criteria for separation. If the soldier feels that his case meets the criteria, he should be advised to write for the necessary evidence (AR 635-205). An interview by the unit commander will be required so that his comments and recommendations will reflect personal knowledge of the soldier's problem.

b. When the soldier has the required evidence, prepare the application in draft form based on the soldier's statement (fig. 11-2-2.1).

- (1) Verify the basic data with the Personnel Data Card (PDC).
- (2) Check reverse of the PDC for flagging ac-

tion or pending personnel actions.

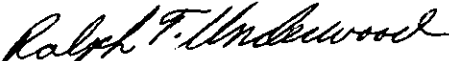
- (3) Attach the evidence submitted by soldier.
 - (a) Official school statement (fig. 11-2-2.2).
 - (b) Signed statement of soldier (fig. 11-2-2.3).
 - (c) Any additional evidence submitted by soldier (fig. 11-2-2.4).

c. Prepare the unit commander's comment in draft form.

- (1) Compute the unit authorized and actual strengths in the soldier's MOS from the posted monthly Personnel Information Roster.
- (2) Request from the first sergeant information concerning the essentiality of the soldier to the unit.
- (3) Submit the draft application and unit commander's comment to the unit commander for approval.

d. Upon completion of action by the unit commander—

- (1) Prepare the application and Comment 2 in original and 4 copies and obtain necessary signatures.
- (2) Remove 1 copy of the application for the unit file.
- (3) Annotate the PDC on the reverse in red pencil, "Req for early sep sbm (date)."
- (4) Forward the application in original and 3 copies through battalion headquarters to the PSD.

| | | |
|--|--|-------------------------|
| PERSONNEL ACTION (AR 340-15) | | DATE 1 December 1961 |
| FILE REFERENCE Underwood, Ralph T. US 19 300 831 | SUBJECT Early Separation to Attend School | |
| TO: CO. Co B, 1st Bn, 19th Inf Fort Miller, Utah | FROM: PFC Ralph T. Underwood, US 19 300 831 Co B, 1st Bn, 19th Inf Fort Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Under the provisions of paragraph 9, AR 635-205, request I be authorized early separation to attend the spring semester of the 1962 school year at the Johns Hopkins University, Bethesda, Md.</p> <p>2. Basic data:</p> <p>a. Requested separation date: NLT 5 Jan 62</p> <p>b. Latest date enrollment may be effected: 14 Jun 62</p> <p>c. Normal ETS: 14 Mar 62</p> <p>d. Date of enlistment or induction: 15 Mar 60</p> <p>3. My education was interrupted by induction into the Army subsequent to completion of my third year of undergraduate work.</p> <p>4. I am financially able to pay the entrance fee at Johns Hopkins and will do so upon registration.</p> <p>5. A letter of acceptance from the Dean of Admissions is inclosed.</p> <p>6. I have also attached a letter of acceptance from the personnel manager of the Smith, Klein and French Laboratories, indicating acceptance for employment in the capacity of chemist, upon my successful completion of studies at the Johns Hopkins University.</p> <p>7. The specific school term for which I am seeking admission is the most opportune time for me to complete my education. If I do not complete it prior to 1963 I will not be qualified for the job at the Smith Klein and French Laboratories, Inc.</p> <p style="text-align: right;">  RALPH T. UNDERWOOD US 19 300 831 Pfc, Co B, 1st Bn, 19th Inf </p> | |
| 3 Incl as | | |

DA FORM 1049

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

REPLACES EDITION OF 1 OCT 58, WHICH IS OBSOLETE

GPO : 1955 O - 384114

Figure 11-2-2.1.

2 Underwood, Ralph T.

US 19 300 831

SUBJECT: Early Separation to Attend School

THRU: CO, 1st Bn, 19th Inf FROM: CO, Co B, 1st Bn, 19th Inf

5 Dec 61

TO: CG, 99th Inf Div

ATTN: AG-PSD

1. Recommend approval.
2. Services of soldier are not essential to the performance of this unit's mission.
3. Pfc Underwood is not under charges, investigation, flagging action under AR 600-31, or administrative actions which may result in reassignment or separation.

3 Incl
nc

Thomas W. Lingen
THOMAS W. LINGEN
Capt, Inf
Commanding

Figure 11-2-2.1—Continued.

OFFICE OF THE DEAN OF ADMISSIONS
JOHNS HOPKINS UNIVERSITY
BETHESDA 14, MARYLAND

November 1, 1961

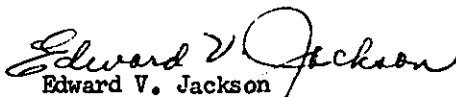
Pvt Ralph T. Underwood
Company B, 1st Battalion
19th Infantry
Fort Miller, Utah

Dear Pvt Underwood:

In reply to your letter of the 2nd of October 1961 the following information is submitted.

You have been accepted for enrollment for the spring semester of the 1962 school year in order to obtain your baccalaureate degree. The enrollment period is from the 4th thru the 14th of January 1962. You must report for enrollment not later than the 14th of January 1962.

Sincerely yours,


Edward V. Jackson
Dean of Admissions

Inclosure 1

Figure 11-2-2.2.

S T A T E M E N T

1 December 1961

I, Ralph T. Underwood, US 19 300 831, having been informed of the provisions of Articles 3(b), 31b and 83, Uniform Code of Military Justice, make the following statement:

I understand that if I am separated from the Armed Forces by means of either a knowingly false representation in regard to any of the qualifications or disqualifications prescribed by law, regulations, or orders for such separation, or by deliberate concealment of any disqualification for such separation, I shall be subject to courts-martial jurisdiction under the Uniform Code of Military Justice, Article 3(b), for violation of the Uniform Code of Military Justice, Article 83, or prosecution in a United States District Court for violation of Title 18, United States Codes, Section 1001, or other applicable statutes.



RALPH T. UNDERWOOD

US 19 300 831

Pfc, Co B, 1st Bn, 19th Inf Div

Inclosure 2

Figure 11-2-2.3.

SMITH KLEIN AND FRENCH LABORATORIES, INC.
PERSONNEL DIVISION
TRENTON, NEW JERSEY

November 1, 1961

Pvt Ralph T. Underwood
Company B, 1st Battalion
19th Infantry Division
Fort Miller, Utah

Dear Pvt Underwood:

This letter is in reply to your request for written verification of previous conversations relative to employment.

You will be employed by this company as soon as you are available after completing your studies at the Johns Hopkins University, providing you can join us in early 1963.

We are looking forward to you joining our research staff as a chemist, early in 1963.

Very truly yours,


Joseph D. Spark
Personnel Manager

Inclosure 3

Figure 11-2-2.4.

Procedure 11-2-3

EXTENSION OF CURRENT PERIOD OF ACTIVE DUTY OR ENLISTMENT

1. References.

- a. AR 140-111.
- b. AR 601-210.
- c. AR 601-227.

2. Forms.

- a. DA Form 1049 (Personnel Action).
- b. DA Form 1695 (Oath of Extension of Enlistment).

3. General. These procedures apply to enlisted personnel of the RA, AUS ANGUS, and USAR. Extensions of periods of active duty or enlistment of from 1 to 11 months are authorized for those who are qualified for RA enlistment. The total length of extensions granted under the referenced regulations may not exceed a maximum of 11 months.

4. Procedure. Request will reach the PSD a minimum of 15 days prior to the end of the original enlistment or period of active duty.

a. Application of AUS personnel will include the following statement:

In the event this request is approved, I understand that I may not thereafter retract my consent for additional active duty as a reservist.

b. Prepare the typewritten request on DA Form 1049 in original and 3 copies, and Comment 2 for the unit commander's recommendation and signature (fig. 11-2-3.1).

- (1) Check the soldier's data card for flagging action or pending administrative actions.
- (2) Submit the request to the first sergeant for approval before it is submitted to the unit commander.

c. When the request has been approved and signed by the unit commander—

- (1) Forward the original and 2 copies through battalion headquarters to the PSD.
- (2) File 1 copy in the unit suspense file (3 days prior to expiration of the soldier's active duty).

d. The following applies to RA personnel who must extend their periods of enlistment:

- (1) Upon receipt of the typed original and 1 copy of DA Form 1695 (Oath of Extension of Enlistment) from the PSD, the unit commander will administer the oath on the date indicated by the PSD at an appropriate ceremony. Both copies of the DA Form 1695 will be signed by the soldier and the unit commander.
- (2) Prepare the Personnel Data Card for the morning report remark (Procedure 11-5-1).
- (3) Return both signed copies of the DA Form 1695 to the PSD attached to the morning report on which the remark concerning the extension of active duty appears.

e. For USAR, NGUS, and AUS.

- (1) Upon receipt of approving correspondence and extension orders, notify individual and place documents in MR suspense file for effective date of extension.
- (2) On effective date make appropriate MR entry and forward copies of correspondence and orders with MR to the PSD.

| | | |
|--|--|-------------------------|
| PERSONNEL ACTION (AR 340-15) | | DATE 1 December 1961 |
| FILE REFERENCE Underwood, Ralph T. US 19 300 831 | SUBJECT Extension of Active Duty | |
| TO: CO, Co B, 1st Bn, 19th Inf Ft Miller, Utah | FROM: Pfc Ralph T. Underwood, US 19 300 831 Co B, 1st Bn, 19th Inf Ft Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Under the provisions of paragraph 7, AR 601-227, request my active duty be extended for 11 months for the purpose of fulfilling 1 year active duty requirement upon completion of Airborne Training.</p> <p>2. In the event this action is approved, I understand that I may not thereafter retract my consent for additional active duty as a reservist.</p> <p style="text-align: right;"><i>Ralph T. Underwood</i> RALPH T. UNDERWOOD US 19 300 831 Pfc, Co B, 1st Bn, 19th Inf</p> | |
| 2 | <p>THRU: CO, 1st Bn, 19th Inf FROM: CO, Co B, 1st Bn, 19th Inf 1 Dec 61</p> <p>TO: CG, 99th Inf Div ATTN: AG-PSD</p> <p>1. Recommend approval.</p> <p>2. Conduct <u>Exc</u> Efficiency <u>Exc</u>.</p> <p>3. Pfc Underwood is not under charges, investigation, flagging action under AR 600-31, or administrative actions which may result in reassignment or separation.</p> <p style="text-align: right;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> | |
| USE PLAIN PAPER FOR CONTINUATION OF COMMENTS | | |

DA FORM 1049

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1955 O - 344714

Figure 11-2-3.1.

Procedure 11-2-4

LEAVE AND PASS

1. References.

- a. AR 630-5.
- b. AR 630-20.

2. Forms.

- a. DA Form 31 (Request and Authority for Absence).
- b. DA Form 1049 (Personnel Action).
- c. DD Form 345 (Armed Forces Liberty Pass).
- d. DA Form 647 (Official Personnel Register).

3. General. a. A soldier accrues 30 days leave a year (2½ days per calendar month). Under certain circumstances he may be granted emergency leave, more leave than he has accrued (advance leave), or more leave than he will accrue before separation (excess leave). Except for emergency leave, the day a soldier "signs out" at his unit is the first day of leave, and the day before he "signs in" at his unit is the last day of leave. The day a soldier "signs in" from leave is a day of duty and is not chargeable as leave. As an exception, once a leave has started he will be charged with 1 day even though he signs in on the same day. Emergency leave begins on the day of departure from the Port of Embarkation (POE) in the CONUS and ends on the day before the day of return to the POE. Travel to and from CONUS is in TDY status and is at Government expense. Leave is reported on the unit morning report based on information from the duplicate copy of the leave request and the Official Personnel Register (DA Form 647) (Sign-Out Register). Care must be taken to insure that morning report entries are made when a soldier's leave status changes from ordinary to advance or excess leave. Each major commander will publish local leave policies in command directives. These policies must be checked thoroughly before processing leave requests.

b. The approving authority for ordinary leave of officers assigned to organic companies/batteries/troops is normally the commander of the unit. Staff officer leaves normally are coordinated with the commander of the staff to which the officer is assigned. As a result, officer leave requests will be processed as indicated in paragraph 4, with appropriate modifications according to unit policies.

4. Procedure. a. *Regular pass.* Prepare regular pass, DD Form 345 (Armed Forces Liberty Pass) for each soldier in grades E-1 through E-5 assigned or attached to the unit. Information to complete

the DD Form 345 will be taken from the Personnel Data Card. The regular passes will be issued and controlled according to unit policy. The identification card (DD Form 2A) is used as a regular pass for enlisted men in grade E-6 and above.

b. *Special pass.* Prepare special passes on DA Form 31 in duplicate (fig. 11-2-4.1). After the pass is approved and signed—

- (1) Give the original to the first sergeant for issuance according to unit policy.
- (2) File the duplicate in the unit suspense file under the date of return from pass. This will serve as a check to insure that the soldier returns from pass and "signs in" as scheduled.

c. *Ordinary leave.*

- (1) Determine if the request for leave has the informal approval of the soldier's immediate superior.
- (2) Check the unit duty roster for the soldier's scheduled duties during the period of leave. If possible provide a replacement; if not, the leave should be disapproved.
- (3) Check the Personnel Data Card (PDC), the quarterly Report of Accrued Leave, or the Personnel Qualification Roster to determine the last reported amount of leave credited to the soldier. All leave taken by the soldier since his assignment should be recorded as morning report entries on the reverse of the PDC. These entries will be checked for the number of days leave taken by the soldier since the "as of" date of the last report and the soldier's current accrued leave balance will be computed.
- (4) If the number of days leave requested would result in a negative balance and the individual still desires the leave, the request will be processed as a request for advance or excess leave.
- (5) If the number of days leave requested is equal to or less than the amount of accrued leave, complete the leave request in original and 1 copy (fig. 11-2-4.2).
- (6) Have the soldier sign the request and submit it to his immediate superior in accordance with unit policy.
- (7) When leave has been approved by the first

sergeant and signed by the unit commander—

- (a) Give the original to the first sergeant to issue to the soldier.
- (b) File the copy in the morning report suspense file under date of leave.

d. Ordinary leave outside CONUS.

- (1) Requests for permission to visit Canada, Mexico, Bermuda, Canal Zone, and the West Indies normally are approved by the unit commander, unless that authority is withheld by higher headquarters. They will be processed in the same manner as ordinary leave. A leave to the Canal Zone must include authority to visit the Republic of Panama.
- (2) Requests for authority to visit other areas outside CONUS must be submitted at least 20 days in advance of the leave period in the format shown in figure 11-2-4.3.
- (3) Determine the soldier's accrued leave balance as shown in c(3) above.
- (4) Prepare the request in original and 2 copies.
- (5) Prepare DA Form 31 in original and 1 copy (fig. 11-2-4.2) and attach as inclosure 1.
- (6) Arrange for the unit commander to counsel the soldier as required by AR 630-5.
- (7) Upon completion of Comment 2 by the unit commander—
 - (a) Remove 1 copy of the correspondence for suspense (5-day suspense).
 - (b) Forward original and 1 copy to the PSD through battalion headquarters.
- (8) Orders, if required, and instructions will be issued upon approval of the leave by the PSD.
- (9) When approved leave is returned from the PSD, comply with c(7)(a) and (b) above.

e. Advance leave. When leave is required to solve emergency, morale, or personal problems and the soldier has not accrued sufficient leave, leave may be advanced based on $2\frac{1}{2}$ days for each month of service remaining before separation up to a maximum of 45 days. Normally, advance leave is approved by the unit commander. Process in accordance with c above, except that Item 2 of DA Form 31 will indicate "Advance Leave." The request must indicate reason advance leave is required.

f. Excess leave. Excess leave is leave without

pay or allowances. It may be granted only for emergency or unusual conditions when the total leave required is greater than accrued leave plus the amount that can be advanced.

- (1) Interview the soldier to determine—

- (a) Reason for the leave.
- (b) Why excess leave is necessary.
- (c) Total amount of leave being requested.
- (d) Total amount of excess leave being requested.
- (e) Effective date of leave.
- (f) Leave address.

- (2) Determine the soldier's accrued leave balance as shown in c(3) above.
- (3) Prepare the request in original and 3 copies (fig. 11-2-4.4).
- (4) Prepare a DA Form 31 in original and 1 copy (fig. 11-2-4.2) and attach as Inclosure 1. Item 2 will indicate "Excess Leave."
- (5) Give the completed request to the soldier to submit in accordance with unit policy.
- (6) When the leave has been informally approved according to unit policy—
 - (a) Prepare the unit commander's recommendations as Comment 2 to the request.
 - (b) Submit the request for signature.
- (7) When the unit commander has completed his comment—
 - (a) Remove a copy of the request for the suspense file (5-day suspense).
 - (b) Forward the original and 2 copies of the request to the PSD.
- (8) When approved leave is returned from the PSD, comply with c(7)(a) and (b) above.

g. Emergency leave.

- (1) Emergency leave policies are contained in AR 630-5. An emergency leave cannot occur when the soldier and the point of leave are both within CONUS. Such leave, though prompted by emergency reasons, is ordinary leave and is processed as in c above, but on an expedited basis.
- (2) Emergencies requiring leave to or from a point outside CONUS ordinarily must be verified by the American Red Cross (ARC). All soldiers should be advised to have friends or relatives contact the local ARC chapter if an emergency arises. If the soldier is contacted directly, his unit must verify the emergency through ARC channels and this could cause undue delay.

- (3) If the emergency has been verified by the ARC, obtain the following information from the soldier and unit files and prepare an application in original and 2 copies (fig. 11-2-4.5).
 - (a) Reason for leave.
 - (b) Leave address.
 - (c) Accrued leave status.
- (4) If excess leave is needed, furnish the information required by *f* above.
- (5) Attach a copy of the ARC message verifying the emergency as Inclosure 1.
- (6) Prepare unit commander's approval and have it signed.
- (7) Remove 1 copy and place in suspense file (5-day suspense).
- (8) If authorized by local policy, have soldier hand-carry original and 1 copy of application to the PSD.
- (9) If the emergency has not been verified by the ARC, contact the local ARC representative and request verification.
- (10) Comply with (3) through (7) above, and forward the application to the PSD in original and 1 copy.
- (11) If the ARC verification is received at the unit, telephone or hand-carry the message to the PSD.
- (12) If the leave is approved, the PSD will furnish orders and necessary instructions on clearance and transportation.
- (13) Upon approval the unit will expedite clearance of the soldier and arrange for local transportation.

| REQUEST AND AUTHORITY FOR ABSENCE (AR 630-5 and 630-20) | | DATE 1 December 1961 |
|--|--|---|
| 1. NAME, GRADE, AND SERVICE NUMBER RALPH T. UNDERWOOD PFC E3 RA 19 300 831 | 2. TYPE OF ABSENCE (Leave, Sick Leave, Pass, etc.) Special Pass | 3. AUTHORITY AR 630-20 |
| | 4. PERIOD OF AUTHORIZED ABSENCE (For Passes, include hours of departure and return) | |
| | a. NO. OF DAYS 3 | b. DATE FROM 0600 hr 8 Dec 61 |
| | | c. DATE TO (Inclusive) 0600 hr 11 Dec 61 |
| 5. ORGANIZATION AND STATION Co B, 1st Bn, 19th Inf Ft Miller, Utah | 6. ADDRESS WHILE ABSENT (If practicable) c/o YMCA, Salt Lake City, Utah | |
| 7. I HAVE READ AND UNDERSTAND THE INSTRUCTIONS PRINTED ON THE REVERSE SIDE OF THIS FORM <input type="checkbox"/> I HAVE SUFFICIENT LEAVE ACCRUED TO COVER THIS ABSENCE <input checked="" type="checkbox"/> THIS ABSENCE IS NOT CHARGEABLE TO ACCRUED LEAVE | 8. PLACE PERMITTED TO VISIT (If applicable) . | |
| | 9. SIGNATURE <i>Ralph T. Underwood</i> | |
| 10. REMARKS | | |
| 11. DATE APPROVED 3 Dec 61 | 12. TYPED NAME, GRADE, AND TITLE OF APPROVING AUTHORITY THOMAS W. LINGEN, Capt, Inf, Comd | 13. SIGNATURE OF APPROVING AUTHORITY <i>Thomas W. Lingen</i> |

DA FORM 31 REPLACES EDITION OF 1 MAR 55.

ORIGINAL—TO INDIVIDUAL CONCERNED.
DUPLICATE—TO MORNING REPORT CLERK.

Figure 11-2-4.1.

| REQUEST AND AUTHORITY FOR ABSENCE (AR 630-5 and 630-20) | | DATE 1 December 1961 |
|--|--|---|
| 1. NAME, GRADE, AND SERVICE NUMBER RALPH T. UNDERWOOD PFC E3 RA 19 300 831 | | 2. TYPE OF ABSENCE (<i>Leave, Sick Leave, Pass, etc.</i>) Ordinary Leave |
| | | 3. AUTHORITY AR 630-5 |
| 4. PERIOD OF AUTHORIZED ABSENCE (For <i>Passes</i> , include hours of departure and return) | | |
| a. NO. OF DAYS 5 | b. DATE FROM 6 Dec 61 | c. DATE TO (Inclusive) 10 Dec 61 |
| 5. ORGANIZATION AND STATION Co B, 1st Bn, 19th Inf Ft Miller, Utah | | 6. ADDRESS WHILE ABSENT (If practicable) 1302 E. Morgate Ave Salt Lake City, Utah |
| 7. I HAVE READ AND UNDERSTAND THE INSTRUCTIONS PRINTED ON THE REVERSE SIDE OF THIS FORM <input checked="" type="checkbox"/> I HAVE SUFFICIENT LEAVE ACCRUED TO COVER THIS ABSENCE <input type="checkbox"/> THIS ABSENCE IS NOT CHARGEABLE TO ACCRUED LEAVE | | 8. PLACE PERMITTED TO VISIT (If applicable) |
| | | 9. SIGNATURE <i>Ralph T. Underwood</i> |
| 10. REMARKS | | |
| | | |
| 11. DATE APPROVED 2 Dec 61 | 12. TYPED NAME, GRADE, AND TITLE OF APPROVING AUTHORITY THOMAS W. LINGEN, Capt, Inf, Comd | 13. SIGNATURE OF APPROVING AUTHORITY <i>Thomas W. Lingen</i> |

DA FORM 31

REPLACES EDITION OF 1 MAR 55.

ORIGINAL—TO INDIVIDUAL CONCERNED.
DUPLICATE—TO MORNING REPORT CLERK.

Figure 11-2-4.2.

| PERSONNEL ACTION (AR 340-15) | | DATE 1 December 1961 |
|--|--|-------------------------|
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Ordinary Leave Outside Continental U. S. | |
| TO: CO, Co B, 1st Bn, 19th Inf Ft Miller, Utah | FROM: Pfc Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf Ft Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Under the provisions of AR 630-5, it is requested that I be granted permission to visit British Honduras on ordinary leave for a period of 25 days effective 20 Dec 61.</p> <p>a. I have taken 10 days leave in the past 12 months.</p> <p>b. I have 35 days leave accrued.</p> <p>c. Address while on leave: c/o Maile Hotel, Belize.</p> <p>d. ETS: 24 Jun 62</p> <p>2. I understand that there is no obligation for the government to furnish transportation for any part of the travel in connection with my leave and I have sufficient personal funds to defray the cost of commercial transportation.</p> <p style="text-align: right;"><i>Ralph T. Underwood</i> RALPH T. UNDERWOOD RA 19 300 831 Pfc, Co B, 1st Bn, 19th Inf</p> <p>1 Incl DA Form 31</p> | |
| 2 | <p>THRU: CO, 1st Bn, 19th Inf FROM: CO, Co B, 1st Bn, 19th Inf 1 Dec 61</p> <p>TO: CG, 99th Inf Div ATTN: AG-PSD</p> <p>1. Recommend approval.</p> <p>2. Pfc Underwood has shown me evidence of his ability to pay commercial transportation costs and I have counseled him concerning his responsibility to obtain entry and exit documents as required by the country to be visited.</p> <p style="text-align: right;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> <p>1 Incl nc</p> <p>NOTE. -- The approving authority will furnish special instructions and orders, if required.</p> | |

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

DA FORM 1049
1 OCT 55

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1955 O - 364714

Figure 11-2-4.3.

Procedure 11-2-5

MEDICAL EXAMINATIONS

1. References.

- a. AR 40-500.
- b. AR 40-501.

2. Forms.

- a. DA Form 1049 (Personnel Action).
- b. SF 88 (Report of Medical Examination).
- c. SF 89 (Report of Medical History).

3. General. Officer and enlisted personnel are required to undergo medical examinations for a variety of reasons such as enlistment, appointment, to qualify for special training or schooling, separation, etc. The number of copies of SF 88 and SF 89 required for any specific action or application are indicated in the regulation requiring the medical examination and in paragraph 2a(2), AR 40-500.

4. Procedure. a. The PSD will notify the unit commander when medical examinations are required. The required forms and any special instructions will be furnished by the PSD (fig. 11-2-5.1).

- (1) Telephone the medical facility designated to administer the medical examinations to personnel of the unit. Request the date and time the individual should report for the type of examination required.
- (2) Furnish the individual the blank SF 89 (Report of Medical History) and instruct

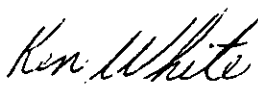
him to complete the form in ink, in his own handwriting, except items 6, 15, and 16 (fig. 11-2-5.2). Have him write a statement of his physical condition in item 73, SF 88, as directed by the PSD (fig. 11-2-5.3). Assist the soldier as may be required.

- (3) Direct the soldier to report to the examining facility, with the completed forms, in accordance with unit procedure.

b. In some cases it will be required that the individual obtain his DD Form 722 (Health Record) or that it be obtained for him, prior to reporting for a medical examination. This procedure will depend on the type of medical facility supporting the unit and the purpose of the examination.

c. Upon receipt of the completed SF 88 and SF 89 from the medical facility—

- (1) Enter the new physical profile on the PDC.
- (2) Return the SF 88 and SF 89 to the PSD attached to the correspondence directing the medical examination (Comment 2, fig. 11-2-5.1).
- (3) Make necessary MR entry if examination results in change of physical profile code.

| PERSONNEL ACTION (AR 340-15) | | DATE: 1 Mar 62 1 Dec 61 | | | | | | | | | | | | | | | | | | |
|--|---|--|-------|-----------|------------|------|-----------|------------|-----|--------------------|-------------|-----|-----------|-----------|-----|-------------------|-------------|-----|-----------|-----------|
| FILE REFERENCE AG-PSD | SUBJECT Medical Examination/Evaluation | | | | | | | | | | | | | | | | | | | |
| TO: CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | | FROM: CG, 99th Inf Div Fort Miller, Utah | | | | | | | | | | | | | | | | | | |
| NR | PROCESSING ACTIONS | | | | | | | | | | | | | | | | | | | |
| 1 | <p>1. The following named enlisted men will accomplish medical examination/evaluation on or before dates indicated:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">GRADE</th> <th style="text-align: left;">NAME</th> <th style="text-align: left;">SN</th> <th style="text-align: left;">TYPE</th> <th style="text-align: left;">NL/T DATE</th> <th style="text-align: left;">DATE COMPL</th> </tr> </thead> <tbody> <tr> <td>SP4</td> <td>Statzer, Luther O.</td> <td>RA 11000000</td> <td>Sep</td> <td>26 Feb 62</td> <td>24 Feb 62</td> </tr> <tr> <td>Pfc</td> <td>Taylor, Thomas A.</td> <td>US 13345623</td> <td>Sep</td> <td>28 Feb 62</td> <td>24 Feb 62</td> </tr> </tbody> </table> <p>2. Personnel requiring medical examination/evaluation will:</p> <p style="margin-left: 40px;">a. Complete SF 89 (Report of Medical History) in their own handwriting in ink, except items 6, 15, 16, 22a and b if male, and item 40. This is not required for a periodic medical examination.</p> <p style="margin-left: 40px;">b. In their own handwriting, enter in ink in item 73 of SF 88 (Report of Medical Examination) statements concerning their health since their last medical examination and sign.</p> <p style="margin-left: 40px;">c. Be informed of the time and date and place to report to medical examination.</p> <p style="margin-left: 40px;">d. Be informed of where he may obtain Health Records (DA Form 722) prior to reporting for medical examination.</p> <p style="margin-left: 40px;">e. Report to medical facility with Health Records and partially completed SF 88's (and SF 89's, if required) for medical examination.</p> <p>3. This correspondence will be returned not later than the suspense date, with the date of completion of examination indicated in "Date Compl" column above.</p> <p style="margin-left: 40px;">FOR THE COMMANDER:</p> <div style="text-align: right; margin-right: 100px;">  KEN WHITE Capt, AGC Asst AGC </div> | | GRADE | NAME | SN | TYPE | NL/T DATE | DATE COMPL | SP4 | Statzer, Luther O. | RA 11000000 | Sep | 26 Feb 62 | 24 Feb 62 | Pfc | Taylor, Thomas A. | US 13345623 | Sep | 28 Feb 62 | 24 Feb 62 |
| GRADE | NAME | SN | TYPE | NL/T DATE | DATE COMPL | | | | | | | | | | | | | | | |
| SP4 | Statzer, Luther O. | RA 11000000 | Sep | 26 Feb 62 | 24 Feb 62 | | | | | | | | | | | | | | | |
| Pfc | Taylor, Thomas A. | US 13345623 | Sep | 28 Feb 62 | 24 Feb 62 | | | | | | | | | | | | | | | |
| 2 Incl | <p>1. SF 88 (dupe)</p> <p>2. SF 89</p> | | | | | | | | | | | | | | | | | | | |
| USE PLAIN PAPER FOR CONTINUATION OF COMMENTS | | | | | | | | | | | | | | | | | | | | |

DA FORM 1049

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1955 O - 364714

Figure 11-2-5.1.

| MEASUREMENTS AND OTHER FINDINGS | | | | | | | | | | | | | | | | | | | |
|---|--|--------------|--|---|--|--------------------------------|--|--|--|-----------------|--------|--|-------|--------------------------|--|-------------|--|-----------|--|
| 51. HEIGHT | | 52. WEIGHT | | 53. COLOR HAIR | | 54. COLOR EYES | | 55. BUILD: (Check one) | | SLENDER | MEDIUM | HEAVY | OBESE | 56. TEMPERATURE | | | | | |
| 57. BLOOD PRESSURE (Arm at heart level) | | | | | | 58. PULSE (Arm at heart level) | | | | | | | | | | | | | |
| A. SITTING | | B. RECUMBENT | | C. STANDING (3 min.) | | A. SITTING | | B. AFTER EXERCISE | | C. 2 MIN. AFTER | | D. RECUMBENT | | E. AFTER STANDING 3 MIN. | | | | | |
| SYS. | | SYS. | | SYS. | | A. SITTING | | B. AFTER EXERCISE | | C. 2 MIN. AFTER | | D. RECUMBENT | | E. AFTER STANDING 3 MIN. | | | | | |
| DIAS. | | DIAS. | | DIAS. | | | | | | | | | | | | | | | |
| 59. DISTANT VISION | | | | 60. REFRACTION | | | | 61. NEAR VISION | | | | | | | | | | | |
| RIGHT 20/ | | | | CORR. TO 20/ | | | | BY | | | | S. OX | | | | CORR. TO BY | | | |
| LEFT 20/ | | | | CORR. TO 20/ | | | | BY | | | | S. OX | | | | CORR. TO BY | | | |
| 62. METEOPHORIA (Specify distance) | | | | | | | | | | | | | | | | | | | |
| ES° | | EX° | | R. H. | | L. H. | | PRISM DIV. | | PRISM CONV. CT | | PC | | PD | | | | | |
| 63. ACCOMMODATION | | | | 64. COLOR VISION (Test used and result) | | | | 65. DEPTH PERCEPTION (Test used and score) | | | | UNCORRECTED | | | | | | | |
| RIGHT | | | | LEFT | | | | | | | | CORRECTED | | | | | | | |
| 66. FIELD OF VISION | | | | 67. NIGHT VISION (Test used and score) | | | | 68. RED LENS TEST | | | | 69. INTRAOCULAR TENSION | | | | | | | |
| 70. HEARING | | | | 71. AUDIOMETER | | | | | | | | 72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score) | | | | | | | |
| RIGHT WV | | /15 SV | | /15 | | 250 250 | | 500 518 | | 1000 1024 | | 2000 2048 | | 4000 4096 | | 8000 8144 | | 8000 8192 | |
| LEFT WV | | /15 SV | | /15 | | RIGHT | | | | | | | | | | | | | |
| | | | | | | LEFT | | | | | | | | | | | | | |
| 73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY | | | | | | | | | | | | | | | | | | | |
| (Use additional sheets if necessary) | | | | | | | | | | | | | | | | | | | |
| 74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers) | | | | | | | | | | | | | | | | | | | |
| 75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify) | | | | | | | | | | | | | | | | | | | |
| 76. A. PHYSICAL PROFILE | | | | | | | | | | | | | | | | | | | |
| P U L H E S | | | | | | | | | | | | | | | | | | | |
| 1 1 1 1 1 1 | | | | | | | | | | | | | | | | | | | |
| 77. EXAMINEE (Check) | | | | | | | | | | | | | | | | | | | |
| A. <input type="checkbox"/> IS QUALIFIED FOR | | | | | | | | | | | | | | | | | | | |
| B. <input type="checkbox"/> IS NOT QUALIFIED FOR | | | | | | | | | | | | | | | | | | | |
| 78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER | | | | | | | | | | | | | | | | | | | |
| A B C E | | | | | | | | | | | | | | | | | | | |
| X | | | | | | | | | | | | | | | | | | | |
| 79. TYPED OR PRINTED NAME OF PHYSICIAN | | | | | | | | SIGNATURE | | | | | | | | | | | |
| 80. TYPED OR PRINTED NAME OF PHYSICIAN | | | | | | | | SIGNATURE | | | | | | | | | | | |
| 81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which) | | | | | | | | SIGNATURE | | | | | | | | | | | |
| 82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY | | | | | | | | SIGNATURE | | | | | | | | | | | |
| | | | | | | | | NUMBER OF ATTACHED SHEETS | | | | | | | | | | | |

U. S. GOVERNMENT PRINTING OFFICE : 1962 O—632119

Figure 11-2-5.3—Continued.

Procedure 11-2-6

MILITARY IDENTIFICATION CARD

1. Reference. AR 606-5.

2. Forms.

a. DD Form 2A (Identification Card).

b. DA Form 428 (Application for Identification Card).

3. General. Military personnel on active duty are required to have an Identification Card (DD Form 2A) (green) in their possession at all times. This card should be presented by a soldier picking up an approved pass or leave from the orderly room and the card should be examined to insure it is not mutilated, altered, or expired. The PSD maintains a suspense on ID cards due to expire and will provide notification to the unit. Soldiers with lost, torn, altered or mutilated ID cards and soldiers appointed from E-5 to E-6, or reduced in grade will require a new ID card. The installation will have a designated agency as issuing authority for ID cards. This agency normally will be the Post Signal Photo Lab or PM ID Section.

4. Procedure. a. Complete DA Form 428 (Application for Identification Card) in duplicate,

according to AR 606-5 and instructions on the form (fig. 11-2-6.1).

- (1) The basic data about the soldier may be obtained from the Personnel Data Card.
- (2) Soldier's blood type is stamped on his ID tags.
- (3) If the new ID card is to replace a lost card, soldier should provide the information to complete item 7, DA Form 428 (Application for Identification Card).

b. If required by local policy, make appointment with issuing authority for photographing and fingerprinting of soldiers. Note appointment date in pencil on edge of application.

c. Direct soldier to report to issuing authority with his old ID card (if appropriate) and both copies of signed DA Form 428.

d. The issuing authority will forward the original copy of DA Form 428 to the PSD for posting of personnel records. If original is received in the unit, send it to the PSD via message center.

| | | | | |
|--|--|---|---------------------------|-----------------------------|
| 1. LAST NAME - FIRST NAME - MIDDLE NAME (Print or type) | | TO BE FILLED IN BY ISSUING AUTHORITY | | |
| UNDERWOOD, RALPH TYLER | | DATE OF ISSUE | EXPIRATION DATE | CARD SERIAL NUMBER |
| 2. ADDRESS (Preferably Military Installation) | | 3. HOME PHONE | 4. OFFICE PHONE | 5. DATE OF APPLICATION |
| Co B, 1st Bn, 19th Inf Ft Lewis, Washington | | None | Co, Orderly Room 47326 | 1 Dec 61 |
| 6. CHECK TYPE OF CARD DESIRED | | 7. CHECK REASON FOR REQUESTING CARD | | |
| <input checked="" type="checkbox"/> DD FORM 2A | | INITIAL ISSUE | | |
| <input type="checkbox"/> DD FORM 2A (Res) | | <input checked="" type="checkbox"/> REPLACE LOST CARD | | |
| <input type="checkbox"/> DD FORM 2A (Ret) | | CHANGE OF IDENTIFICATION OR GRADE | | |
| <input type="checkbox"/> DD FORM 489 | | TRANSFER TO RESERVE COMPONENTS | | |
| <input type="checkbox"/> DD FORM 528 | | REPLACE MUTILATED CARD | | |
| <input type="checkbox"/> DA FORM 1095 | | EXPIRATION | | |
| <input type="checkbox"/> DA FORM 1602 | | REENTRY ON ACTIVE DUTY FOR MORE THAN 30 DAYS | | |
| <input type="checkbox"/> OTHER (Specify) | | OTHER (Specify) | | |
| 8. GRADE (See reverse) | | 9. SERVICE NUMBER | | |
| PFC (E-3) RA | | RA 19 300 831 | | |
| 10. DATE OF BIRTH | | 11. WEIGHT | | |
| 14 Oct 1939 | | 160 lbs | | |
| 12. HEIGHT | | 5' 10" | | |
| 13. COLOR OF HAIR | | 14. COLOR OF EYES | | |
| Brown | | Hazel | | |
| 15. BLOOD TYPE | | 16. EXPIRATION TERM OF SERVICE OR OBLIGATION | | |
| -A- | | 31 November 1963 | | |
| FOR CARDS OTHER THAN DD FORM 2A, DD FORM 2A (Res) AND DD FORM 2A (Ret) | | | | |
| 17. SOCIAL SECURITY NUMBER (DA Form 1602 only) | | 18. STATUS (DA Form 1602 only) | | 19. SEX (DA Form 1602 only) |
| 20. RELIGION (DD Form 189 only) | | 21. ASSIMILATED GRADE (DD Form 489 only) | | |
| 22. POSITION TITLE (DD Form 489 and DA Form 1095) | | 23. UNIT, SECTION, BRANCH OR ACTIVITY/COMMAND OR SERVICE (DA Form 1602 and DA Form 1095 only) | | |
| SIGNATURE OF APPROVING AUTHORITY | | SIGNATURE OF APPLICANT | | |
| RECEIPT OF CARD IS ACKNOWLEDGED (Signature) | | DATE/ACKNOWLEDGED | | |

DA FORM 428
1 FEB 60PREVIOUS EDITIONS OF THIS
FORM ARE OBSOLETE.APPLICATION FOR IDENTIFICATION CARD
(AR 606-5)

Figure 11-2-6.1.

Procedure 11-2-7

OFFICER CANDIDATE SCHOOL

1. References.

- a. AR 40-501.
- b. AR 350-50.
- c. AR 601-100.
- d. AR 601-210.
- e. DA Pam 611-233.

2. Forms.

- a. DA Form 61 (Application for Appointment).
- b. DA Form 705 (Physical Combat Proficiency Test Score Card).
- c. DA Form 6233 (Officer Leadership Qualification Report, OLR-1).
- d. DD Form 98 (Armed Forces Security Questionnaire).
- e. DD Form 398 (Statement of Personal History).
- f. SF 88 (Report of Medical Examination).
- g. SF 89 (Report of Medical History).
- h. FD Form 258 (FBI U.S. Department of Justice Fingerprint Card).

3. **General.** a. Soldiers who show outstanding potential as leaders may apply for Officer Candidate School.

b. The criteria for attendance at OCS are detailed in AR 350-50. A soldier desiring to submit an application should read the criteria in section II of the regulation prior to preparing his request. The soldier may receive information and technical advice from the battalion personnel staff NCO, if required.

4. **Procedure.** a. The unit commander will interview the applicant to insure he meets basic qualifications.

- (1) Schedule the interview in accordance with unit procedure.
- (2) Furnish the Personnel Data Card (PDC) and AR 350-50 to the interviewing officer prior to the interview.
- (3) Check the reverse of the Personnel Data Card for pending personnel actions or flagging action.

b. After the interview, if the soldier desires to submit an application and there are no

known conditions which would preclude attendance at OCS as evidenced by the soldier's current physical profile recorded on the PDC—

★(1) Advise the soldier he will be required to undergo a Physical Combat Proficiency Test as prescribed by TM 21-200, 3 months prior to appearance before the Officer Candidate School examining board.

(a) The personnel staff NCO will notify the unit of the time and place for the applicant to undergo the test, or he may request that the unit take the necessary action to have the test administered.

(b) Upon completion of the test, forward a statement reflecting the date tested and the score obtained to the personnel staff NCO.

(2) Applicants who are naturalized citizens will be required to furnish the documentation indicated in AR 350-50.

c. When the soldier has presented all required documents, prepare DA Form 61 in original and 4 copies according to instructions in AR 601-100 (fig. 11-2-7.2).

d. Complete the following actions:

(1) Give soldier a copy of DD Form 398 (Statement of Personal History) to complete in draft form. The soldier will take completed draft to the battalion S2 Section to be checked for completeness (e below). The draft may then be used to prepare DA Form 398 in final form in original and 3 copies.

(2) Telephone battalion S2 NCO and ask where soldier may be fingerprinted for completion of FD Form 258 (Fingerprint Card). Make the necessary appointment for fingerprinting based on the information provided by the S2 NCO.

- (3) Have applicant read DD Form 98 and complete 2 original copies. This form must be completed in the presence of a commissioned officer.

e. After soldier has completed all forms and has all the necessary documentation, give completed application to the unit commander for action required by paragraph 29, AR 350-50.

f. The unit commander will review the application and allied papers to insure that they have been properly prepared and signed. Make any minor changes necessary in the presence of the applicant. If major changes are necessary, have them made by the applicant prior to forwarding the application to battalion headquarters.

g. The unit commander will have an Officer Leadership Qualification Report (DA Form 6233) initiated as required by paragraph 28, AR 350-50.

h. Prepare a draft of the unit commander's indorsement and submit it for his approval (fig. 11-2-7.1).

i. Upon approval of the draft indorsement by the unit commander, prepare indorsement in original and 5 copies.

j. Check application to insure that all required documents are inclosed. The results of the medical examination and physical fitness test will be added to the application at a later date.

- (1) Annotate the reverse of the soldier's PDC in red pencil "Appl for OCS sbm (date)."
- (2) Remove 1 copy of the first indorsement for file.
- (3) Forward application in original and 4 copies, with inclosures, to the next higher headquarters in the chain of command.

k. The PSD will verify the administrative eligibility of the soldier and direct accomplishment of a medical examination and completion of a physical fitness test.

l. Furnish results of the medical examination and physical fitness test to the PSD.

C 1, AR 600-17

Underwood, Ralph T.

1st Ind

RA 19 300 831

SUBJECT: Application for Appointment (OCS), DA Form 61

CO, Co B, 1st Bn, 19th Inf, Ft Miller, Utah, 31 December 1961

TO: Commanding Officer, 1st Bn, 19th Inf, Ft Miller, Utah

1. Recommend approval.
2. I have known this applicant for 12 months. He has served under me for 12 months. His principal duty is 4.2 Mortar Squad Leader, MOS 112.60.
3. His Aptitude Area GT score is 117.
4. Character of the applicant is Excellent.
5. I would want an applicant of his caliber to serve as an officer in my command upon completion of the officer candidate training.
6. Applicant has demonstrated adequate military leadership potentiality to qualify as an Army officer.
7. Applicant has demonstrated that he possesses the desire and determination to complete prescribed officer candidate training.
8. Applicant is on normal duty status and is immediately available for assignment to officer candidate school.
9. Applicant is not under charges, investigation, flagging action under AR 600-31, or personnel actions which may result in reassignment or separation.

Thomas W. Lingen

THOMAS W. LINGEN

5 Incls

1. DA Form 61 (App 1 for Apmt (quad) Commanding
- *2. DD Form 98 (dupe)
- *3. DD Form 398 (Statement of Personal History) (quad)
- *4. DD Form 258 (Fingerprint Card)
- *5. DA Form 6233 (OLR-1)

* No samples provided.

★Figure 11-2-7.1.

Procedure 11-2-8

RECOMMENDATION FOR DISCHARGE—UNFITNESS

1. References.

- a. AR 600-31.
- b. AR 635-208.
- c. AR 22-15.

2. Forms.

- a. DA Form 2627 (Summarized Record of Proceedings Under Article 15, UCMJ).
- b. DA Form 2627-1 (Record of Proceedings Under Article 15, UCMJ).
- c. DA Form 2627-2 (Record of Appellate or Other Supplementary Actions Under Article 15, UCMJ).

3. General. Enlisted men will be discharged when it is determined that they are unfit for further military service despite reasonable attempts at rehabilitation. When the immediate commander determines that the best interests of the service will be met by such action, he will report the facts to the next higher commander. AR 635-208 contains detailed criteria applicable to separation for unfitness.

4. Procedure. a. The unit commander will make a determination that a soldier should be considered for separation under AR 635-208 and that other elimination action is not appropriate.

b. Initiate flagging action under AR 600-31 for suspension of favorable personnel actions (Procedure 11-2-11). Check Personnel Data Card for pending personnel actions which should be suspended.

c. The unit commander will counsel the soldier concerned and will complete a draft acknowledgment (fig. 11-2-8.3). Prepare original and 4 copies in final form. The unit commander will sign on completion of the counseling and have the soldier sign in the space provided for his acknowledgment. One signed copy should be furnished the soldier.

d. Request medical evaluation of the soldier from the appropriate medical facility (fig. 11-2-8.2).

e. Obtain the basic personnel data to complete the unit commander's report from the Personnel Data Card. Check reverse of card to insure that flagging action is recorded in red pencil.

- (1) Phone the appropriate records team leader of the team maintaining the personnel records and request the information not on the PDC—AFQT score and prior service; and request an extract of Record of Previous Convictions in original and 4 copies.
- (2) Place an informal memo in suspense file (3-day suspense) to insure that PSD furnishes the extract within the required time. The first sergeant should be notified when this is accomplished.

f. The unit commander will obtain any written statements from witnesses, duty supervisors, etc., as required. All statements other than statements of an officer will be witnessed by an officer. Statements of character or statements relating incidents must be sworn statements.

g. Prepare an extract of the DA Form 2627, DA Form 2627-1, and DA Form 2627-2, as appropriate.

h. Check the draft unit commander's report, and inclosures, against the requirements listed in AR 635-208. Prepare final report in original and 4 copies, listing the required evidence as inclosures (fig. 11-2-8.1).

i. When the unit commander has signed the report—

- (1) File 1 copy in the unit files (AR 345-215).
- (2) Forward the original and 2 copies to battalion headquarters.
- (3) Give 1 copy with all inclosures to the respondent.

COMPANY B
1st BATTALION, 19th INFANTRY
4th INFANTRY DIVISION
Fort Miller, Utah

1 December 1961

SUBJECT: Recommendation for Discharge Because of Unfitness

TO: Commanding Officer
1st Battalion, 19th Infantry
99th Infantry Division
Fort Miller, Utah

1. Recommend the following named enlisted man be discharged from the military service under the provisions of AR 635-208.

- **2. a. NAME: Ralph T. Underwood
b. GRADE: Pvt E-2
c. SERVICE NUMBER: RA 19 300 831
d. AGE: 21 years
e. DATE OF ENLISTMENT: 1 Aug 60
f. TERM OF ENLISTMENT: 3 years
g. PRIOR SERVICE: None
h. DUTY MOS: 111.00

**3. Individual does not have a reserve officer commission or a reserve warrant officer appointment.

4. AFQT score: 16

Aptitude Area Scores:

IN 90
AE 90
EL 90
GM 87
MM 83
CL 83
GT 90
RC 83

Figure 11-2-8.1.

1 December 1961

SUBJECT: Recommendation for Discharge Because of Unfitness

**5. Elimination UP AR 635-209 is not feasible or appropriate because: This individual has the mental capacity to absorb training, and can do a credible job if and when he personally desires to do so. (See Incl 3, Report of Medical Examination).

**6. a. Conduct: Satisfactory
b. Efficiency: Fair.

**7. Record of trial by courts-martial: See Record of Previous Convictions (Incl 1)

**8. Record of other disciplinary action: See extract copy of Summarized Record of Proceedings under Article 15, UCMJ (Incl 2).

**9. Numerous attempts have been made to rehabilitate this individual and all have met with failure. The following changes in duty and supervision by different NCOs and officers has not produced the desired results.

| | | |
|--|---------------------|--------------------------|
| a. Heavy Weapons Plat. Sgt A. B. Cranston | 1st Lt C. D. Tackle | 5 Jan 61 - 15 Feb 61 |
| b. Motor Pool Sec. Sgt E. F. Triand | " " " " | 16 Feb 61 - 30 Apr 61 |
| c. Unit Supply Room SSgt I. J. Morris | 1st Lt L. K. Pindle | 1 May 61- 9 Jul 61 |

10. Elimination action is recommended because of frequent breaches of conduct and discipline, untrustworthiness, and lack of regard for the rights of others.

Thomas W. Lingen
THOMAS W. LINGEN
Capt, Inf
Commanding

8 Incl

- *1. Extract of Record of Trial by Courts-Martial
- *2. Extract of DA Form 2627
- *3. Report of Medical Officer
- *4. Statement of Pvt E2 Underwood
- *5. Statement of Sgt Cranston
- *6. Statement of Lt Tackle
- *7. Statement of Sgt Triand
- *8. Statement of Lt Pindle

* No samples provided.

** Information applicable to case must be provided or question answered (paragraphs 1-9). Paragraph 10 should be an appropriate statement by the unit commander.

Figure 11-2-8.1-Continued.

COMPANY B
1st BATTALION, 19th INFANTRY
4th INFANTRY DIVISION
FORT MILLER, UTAH

1 December 1961

SUBJECT: Request for Medical Evaluation UP AR

TO: Commanding Officer
10th Station Hospital
Fort Miller, Utah

1. Pursuant to _____, request medical evaluation of Pvt Ralph T. Underwood, RA 19 300 831, this organization.

2. Request this organization be notified of time and date of appointment for medical evaluation and that copies of report be forwarded to this unit as soon as possible following the evaluation.



THOMAS W. LINGEN
Capt, Inf
Commanding

Figure 11-2-8.2.

(DATE)

SUBJECT: Action UP AR 635

TO:

1. I, _____, _____
 (Name) (SN)
have been counseled by _____ and notified by him
 (Grade, Name, Unit)
that I am being recommended for discharge UP (AR 635-89 for Homo-
sexuality/AR 635-206 for Misconduct/AR 635-208 for Unfitness). I am
fully aware of the fact that an Undesirable Discharge Certificate
may be issued to me. I have been furnished a copy of my commanding
officer's report and copies of statements submitted to support this
recommendation and names of all witnesses who will appear or submit
a statement to be used against me. I also understand that I am en-
titled to the following rights (choice indicated).

() To a hearing before a Board of Officers, or

*() To waive this right and submit written statements in my own behalf, or

* () To waive both of the above rights.

2. I state that military counsel has been made available to me. I also understand that I may elect not to request counsel and further that I may employ civilian counsel at no expense to the United States Government.

() I do not desire counsel.

() I desire the following named military counsel to represent me:

(Name, Grade, SN, Organization)

() I desire counsel be appointed to represent me.

() I desire to be represented by legally qualified counsel,
if reasonably available.

Figure 11-2-8.3.

SUBJECT: Action UP AR 635- _____

- () I intend to employ civilian counsel whose name and address is as follows:

(Name and Address)

3. I understand that I may submit statements in my own behalf and that such statements may be made by myself or by other persons possessed of pertinent information or by both myself and such other persons. I further understand that I may elect not to submit such statements.

- () I desire to submit statements in my own behalf which are attached.

- () I do not desire to submit statements in my own behalf.

- () I do desire to submit statements in my own behalf but desire that such statements be deferred for submission at a later date at my option if my case is referred to a Board of Officers.

4. Of my own free will, in the presence of my counsel, I make the following statement:

(Strike out inapplicable statement)

*(I understand that an Undesirable Discharge may be issued to me, and that such a discharge will be under conditions other than honorable; that as a result of such discharge I may be deprived of many or all rights as a veteran under both Federal and State laws and that I may expect to encounter substantial prejudice in civilian life in situations where the type of service rendered in any branch of the Armed Forces or the type of discharge received therefrom may have a bearing.)

*(I hereby waive hearing before a Board of Officers under AR 635-89 and tender my resignation for the good of the service.)
(I hereby waive hearing before a Board of Officers and accept discharge for the good of the service under the provisions of AR 635-89.)
I understand my separation from the Army may be effected by a discharge under conditions other than honorable; that I may be deprived of my rights as a veteran under both Federal and State laws; and, that I may expect to encounter substantial prejudice in civilian life

SUBJECT: Action UP AR 635- _____

in situations where the type of service rendered in any branch of Armed Forces or the character of discharge received therefrom may have a bearing. I have retained a copy of this statement for my personal use.)

5. I state that I make the above elections of my own free will and accord, and hereby acknowledge receipt of a copy of this statement.

(Signature)

(Name Typed)

(Grade and Service Number)

(Signature of Counseling Officer)

(Name Typed)

(Grade, Branch, and Service Number)

*Not applicable to Lodge Act enlistees or individuals with over 18 years active Federal service.

Figure 11-2-8.3—Continued.

Procedure 11-2-9

RECOMMENDATION FOR DISCHARGE—UNSUITABILITY

1. References.

- a. AR 600-31.
- b. AR 635-209.
- c. AR 22-15.

2. Forms.

- a. DA Form 268 (Report for Suspension of Favorable Personnel Action).
- b. DA Form 2627 (Summarized Record of Proceedings Under Article 15, UCMJ).
- c. DA Form 2627-1 (Record of Proceedings Under Article 15, UCMJ).
- d. DA Form 2627-2 (Record of Appellate or Other Supplementary Actions Under Article 15, UCMJ).
- e. DD Form 789 (Unit Punishment Record).

3. General. Enlisted men may be recommended for discharge by reason of unsuitability, with an honorable or general discharge as warranted by the individual's military record. The specific reasons are listed in section II, AR 635-209. When an individual's immediate commander determines that the best interest of the service will be met by elimination action, he will report that fact in letter form to the appropriate higher commander.

4. Procedure. a. Initiate flagging action under AR 600-31 for suspension of favorable personnel actions (Procedure 11-2-11).

b. The unit commander will counsel the soldier and will complete a draft of figure 11-2-9.2. Have soldier read and sign the statement, and furnish him a copy. Prepare an original and 4 copies in final form from his draft.

c. Request a medical evaluation of the soldier from the nearest medical facility (fig. 11-2-8.2).

d. Obtain all possible personnel data to complete

the recommendation from the Personnel Data Card.

- (1) Phone the appropriate records team leader of the PSD for required information not on the card—AFQT score and prior service.
- (2) Request an extract of the Record of Previous Convictions in original and 4 copies.
- (3) Place an informal memo in suspense file (3-day suspense) to insure that PSD furnishes data within the required time. The first sergeant should be notified when this is accomplished.

e. Prepare an extract copy of DA Form 2627, DA Form 2627-1, and DA Form 2627-2, as applicable.

f. The unit commander will obtain any written statements from witnesses, duty supervisors, etc. All statements other than statements of an officer will be witnessed by an officer. Statements of character or statements relating incidents must be sworn statements.

g. Prepare a draft of the unit commander's recommendation for his approval (fig. 11-2-9.1). Check the draft and inclosure against the requirements of AR 635-209.

h. Prepare the final typewritten recommendation in original and 4 copies listing the required evidence as inclosures.

i. After the recommendation has been signed by the unit commander—

- (1) File 1 copy in unit files.
- (2) Forward original and 2 copies to battalion headquarters.
- (3) Give 1 copy with all inclosures to the respondent.

COMPANY B
1st BATTALION, 19th INFANTRY
4th INFANTRY DIVISION
FORT MILLER, UTAH

1 December 1961

SUBJECT: Recommendation for Discharge Because of Unsuitability

TO: Commanding Officer
1st Battalion, 19th Infantry
4th Infantry Division
Fort Miller, Utah

1. Recommend the following named enlisted man be discharged from the military service under the provisions of AR 635-209.
2. a. Name: Ralph T. Underwood
b. Grade: Pvt E-2
c. Service Number: RA 19 300 831
d. Age: 21 years
e. Date of Enlistment: 1 Dec 60
f. Term of Enlistment: 3 years
g. Prior Service: None
h. Duty MOS: 716.10
3. Individual does not have a reserve officer commission or a reserve warrant officer appointment.
4. Elimination action is recommended because of chronic alcoholism. The usual rehabilitative measures and available local therapeutic measures have failed to remedy this condition.
5. AFQT score: 50

Aptitude Area scores:

| | |
|----|-----|
| IN | 112 |
| AE | 110 |
| EL | 100 |
| GM | 105 |
| MM | 100 |
| CL | 120 |
| GT | 119 |
| RC | 100 |

Figure 11-2-9.1.

1 December 1961

SUBJECT: Recommendation for Discharge Because of Unsuitability

6. The combined efforts of the Chaplain's office, medical and psychiatric facilities, and various forms of punishment have not met with success.

7. CONDUCT: Fair

EFFICIENCY: Unsatisfactory

8. Record of trial by courts-martial: See Record of Previous Convictions (Incl 2).

9. Record of other disciplinary actions: See Summarized Record of Proceedings under Article 15, UCMJ (Incl 7).

Thomas W. Lingen
THOMAS W. LINGEN
Capt, Inf
Commanding

7 Incls

- *1. Medical Eval.
- *2. Rec of Prev Cnvt
- *3. Sworn Stmt - 1st Lt
- *4. Sworn Stmt - 1st Lt
- *5. Sworn Stmt - Sgt
- 6. Stmt - Pvt Underwood
- *7. True Cy DA Form 2627

* No samples provided.

Figure 11-2-9.1—Continued.

COMPANY B
1st BATTALION, 19th INFANTRY
FORT MILLER, UTAH

1 December 1961
(date)

SUBJECT: Action UP AR 635-209

TO:

1. I, Ralph T. Underwood, RA 19 300 831, have been counseled by Capt Thomas W. Lingen, Co B, 1st Bn, 19th Inf and notified by him that I am being recommended for discharge UP AR 635-209 for unsuitability. I am fully aware of the fact that a General Discharge Certificate may be issued to me. I have been furnished a copy of my commanding officer's report and copies of statements submitted to support this recommendation and names of all witnesses who will appear or submit a statement to be used against me. I also understand that I am entitled to the following rights (choice indicated).

- () To a hearing before a Board of Officers, or
- *() To waive this right and submit written statements in my own behalf, or
- *(X) To waive both of the above rights.

2. I state that military counsel has been made available to me. I also understand that I may elect not to request counsel and further that I may employ civilian counsel at no expense to the United States Government.

- (X) I do not desire counsel.
- () I desire the following named military counsel to represent me:

(Name, Grade, SN, Organization)

*Not applicable to Lodge Act enlistees or individuals with over 18 years active Federal service.

1 December 1961

SUBJECT: Action UP AR 635-209

- () I desire counsel be appointed to represent me.
- () I desire to be represented by legally qualified counsel, if reasonably available.
- () I intend to employ civilian counsel whose name and address is:

(Name & Address)

3. I understand that I may submit statements in my own behalf and that such statements may be made by myself or by other persons possessed of pertinent information or by both myself and such other persons. I further understand that I may elect not to submit such statements.

- () I desire to submit statements in my own behalf which are attached.
- (X) I do not desire to submit statements in my own behalf.
- () I do desire to submit statements in my own behalf but desire that such statements be deferred for submission at a later date at my option if my case is referred to a Board of Officers.

4. I state that I make the above elections of my own free will and accord, and hereby acknowledge receipt of a copy of this statement.

Ralph T. Underwood
(SIGNATURE)

Ralph T. Underwood
(NAME TYPED)

Pvt (E-2) RA 19 300 831
(GRADE AND SERVICE NUMBER)

Thomas W. Lingen
(SIGNATURE OF COUNSELING OFFICER)

Thomas W. Lingen
(NAME TYPED)

Capt, Inf 061934
(GRADE, BRANCH AND SERVICE NUMBER)

Figure 11-2-9.2—Continued.

Procedure 11-2-10

SEPARATION FOR DEPENDENCY OR HARDSHIP

1. Reference. AR 635-207.

2. Form. DA Form 2476 (Application for Separation—Hardship or Dependency).

3. General. *a.* An individual may submit a request for separation from active military service because of—

- (1) Dependency, when by reason of death or disability of a member of his family occurring after his enlistment, induction or order to active duty, members of the soldier's family become principally dependent upon him for care or support.
- (2) Hardship, when in circumstances not involving death or disability of a member of his family, his separation from the service will materially affect the care or support of his family by alleviating undue and genuine hardship.

b. Specific definitions of dependency and hardship and criteria for separation eligibility are contained in section III, AR 635-207.

4. Procedure. *a.* The soldier will be interviewed by the unit commander and informed of the requirement that he present evidence of hardship or dependency in the form of affidavits (see sec. IV, AR 635-207). If an application is received, it should be checked carefully to insure that it contains the required evidence.

- (1) The evidence will include statements made by, or in behalf of, the individual's dependents, and by at least two disinterested persons or agencies having first-hand knowledge of the circumstances. These statements should include reasons why other members of the family can or cannot aid in the physical care or financial

support of the family (figs. 11-2-10.3, 11-2-10.4, and 11-2-10.5).

- (2) If the conditions requiring separation are the result of disability of a member of the soldier's family, a physician's certificate will be furnished showing specifically—

- (a) When the disability occurred.
- (b) Nature of the disability.
- (c) A forecast of the course of the disability (fig. 11-2-10.6).
- (d) Whether the disability is temporary or permanent.

b. Interview the soldier and have him complete a draft (handwritten) of his application (fig. 11-2-10.1).

c. Prepare the application for his signature in original and 4 copies and inclose statements or other evidence. Only 1 copy of each statement and similar evidence is required.

d. Prepare the forwarding indorsement (fig. 11-2-10.2). Information shown on the sample forwarding indorsement must be furnished.

- (1) Check the Personnel Data Card (PDC) to insure correctness of basic personnel data.
- (2) Check reverse of the PDC for pending personnel actions or flagging actions.

e. When the indorsement has been completed and signed by the unit commander—

- (1). Remove 1 copy (incl not required) for the unit files.
- (2) Forward application in original and 3 copies through battalion headquarters to the PSD.
- (3) Annotate reverse of the PDC in red pencil, "Req for hardship disch sbm (date)."

| APPLICATION FOR SEPARATION - HARDSHIP OR DEPENDENCY | | | | | |
|---|--|-----------------------------------|--|--|--|
| <p>1. UNDER THE PROVISIONS OF AR 635-207, IT IS REQUESTED THAT I BE SEPARATED FROM THE U.S. ARMY DUE TO (Hardship) (Dependency).</p> <p>2. I HAVE BEEN INTERVIEWED BY A COMMISSIONED OFFICER AND ADDITIONALLY ADVISED THAT FALSE STATEMENTS ON THIS APPLICATION WILL CONSTITUTE A VIOLATION OF THE UCMJ, 1951, AND MAY SUBJECT ME TO TRIAL BY COURT-MARTIAL.</p> <p>3. THE FOLLOWING INFORMATION IS SUBMITTED AS A BASIS FOR CONSIDERATION OF MY APPLICATION FOR SEPARATION.</p> | | | | | |
| SECTION I - (To be completed by all applicants for hardship separation.) | | | | | |
| 1a. NAME OF APPLICANT Ralph T Underwood | | b. SERVICE NO. RA 19 300 831 | | c. GRADE PFC E3 | |
| 2a. MARITAL STATUS Single | | b. DATE OF MARRIAGE N/A | | d. ASSIGNED UNIT Co B, 1st Bn, 19th Inf | |
| 3. DEPENDENT CHILDREN (If stepchildren, explain in Section III why they are not supported by real father.) | | d. PRESENT ADDRESS OF WIFE N/A | | | |
| NAME | | AGE | | ADDRESS | |
| None | | | | | |
| 4. PARENTS (To be completed by all applicants for hardship or dependency separation.) | | | | | |
| NAME | | AGE | | ADDRESS | |
| FATHER Joseph B. Underwood | | 55 | | Route 6, Wayne, Pa. | |
| MOTHER Mary P. Underwood | | 50 | | Route 6, Wayne, Pa. | |
| FATHER-IN-LAW | | | | | |
| MOTHER-IN-LAW | | | | | |
| 5. APPLICANT'S BROTHERS & SISTERS, WHETHER LIVING AT HOME OR ELSEWHERE, & OTHER MEMBERS OF FAMILY NOT LISTED | | | | | |
| NAME | | AGE | | RELATIONSHIP | |
| John R. Underwood | | 12 | | Brother | |
| Henry G. Underwood | | 10 | | Brother | |
| Susan P. Underwood | | 7 | | Sister | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| <p>6. GIVE REASONS FOR REQUESTING RELEASE AND INCLUDE CHANGES, IF ANY, THAT HAVE OCCURRED IN THE HOME CONDITIONS SINCE APPLICANT'S ENTRY INTO THE SERVICE.</p> <p>In July of this year my father was injured in an accident at work which resulted in the amputation of his left arm. My father will be unable to work for some time leaving the responsibility of caring for our family to me. I am the oldest of four children, my brothers and sister are still attending elementary school.</p> | | | | | |
| <p>7. WHAT ATTEMPTS HAVE BEEN MADE BY APPLICANT TO REMEDY THE HARDSHIP CONDITIONS OTHER THAN APPLYING FOR SEPARATION?</p> <p>There is no recourse other than separation.</p> | | | | | |
| <p>8. IF ILLNESS OR INJURY IS INVOLVED GIVE REASON FOR REQUESTING SEPARATION, DATE OF ONSET, NATURE, SEVERITY, OUTLOOK (Attach statement from attending physician.).</p> <p>My father was injured in July of this year. The injury resulted in amputation of his left arm. My father will never be able to work at his profession again.</p> | | | | | |

DA FORM 2476
1 OCT 61

Figure 11-2-10.1.

| | | | | | | | | | | | | |
|--|--|--|--|---|-----------|-------------------|------------------|--------------------|-----------------|--------------------|----------------|--------------|
| 9. ASSISTANCE RENDERED BY INDIVIDUALS LISTED IN ITEMS 4 AND 5 IN ATTEMPT TO ALLEVIATE HARDSHIP CONDITIONS. IF NONE, EXPLAIN WHY IN EACH CASE. (Assistance rendered includes physical as well as monetary assistance.) | | | | | | | | | | | | |
| NAME | | | ASSISTANCE RENDERED (If none, explain why.) | | | | | | | | | |
| Mary B. Underwood | | | My mother has to care for my younger brothers and sister and is not able to work outside the home. | | | | | | | | | |
| John R. Underwood | | | Minor child | | | | | | | | | |
| Henry G. Underwood | | | Minor child | | | | | | | | | |
| Susan P. Underwood | | | Minor child | | | | | | | | | |
| 10. WHAT WILL APPLICANT DO, IF RELEASED, THAT WILL ALLEVIATE THIS HARDSHIP CONDITION? (Attach statement of prospective employer, if applicable.) | | | | | | | | | | | | |
| I have been offered my old job upon my release from the service. My weekly income will be \$90.00 per week. This will be sufficient income to support the family. | | | | | | | | | | | | |
| 11. CIVILIAN OCCUPATION AT TIME OF ENTRY INTO SERVICE (Enter brief description of duties, company by which employed, dates of employment, and average monthly income.) | | | | | | | | | | | | |
| Bricklayer with the Wayne Construction Co., 611 Main St., Wayne, Pa. Employed from Feb 1960 to Feb 1961. Monthly income was \$360.00. | | | | | | | | | | | | |
| 12. APPLICANT'S PRESENT INCOME (Copy from last regular military pay voucher.) | | | | | | | | | | | | |
| MILITARY PAY (Less EM contribution for Class Q allotment) | | QUARTERS ALLOWANCE (Omit if EM dependent receiving Class Q allotment) | | SEPARATE RATIONS OR SUBSISTENCE ALLOWANCE | | UNIFORM ALLOWANCE | | HAZARDOUS DUTY PAY | | OTHER | | TOTAL INCOME |
| 99.37 | | None | | None | | 4.20 | | None | | None | | 103.57 |
| 13. ALLOTMENTS OR CONTRIBUTIONS PRESENTLY IN EFFECT BY APPLICANT (Specify type and amount.) | | | | | | | | | | | | |
| WIFE AND/OR CHILDREN | | | FATHER AND/OR MOTHER | | | OTHER | | | OTHER | | | |
| None | | | \$40.00 (Class E) | | | None | | | None | | | |
| 14. APPLICANT HAS BEEN INFORMED OF HIS PRIVILEGE TO APPLY FOR A CLASS Q ALLOTMENT ON BEHALF OF HIS DEPENDENTS, BUT DOES NOT HAVE THIS ALLOTMENT IN EFFECT FOR THE FOLLOWING REASONS: | | | | | | | | | | | | |
| I have applied for a Class Q allotment, but this is an inadequate sum to support 5 people. | | | | | | | | | | | | |
| 15. AVERAGE MONTHLY INCOME AND EXPENSES OF PERSONS UPON WHOM APPLICATION IS BASED (Prorate if necessary.) | | | | | | | | | | | | |
| WIFE'S GROSS INCOME | | CLASS Q ALLOTMENT | WIFE'S EARNINGS | RENTAL OF PROPERTY | DIVIDENDS | PRIVATE BUSINESS | FARMING | | | | TOTAL INCOME | |
| N/A | | | | | | | | | | | | |
| WIFE'S EXPENSES | | RENT | FOOD | CLOTHING | UTILITIES | PRIVATE BUSINESS | FARMING | MEDICAL | | | TOTAL EXPENSES | |
| N/A | | | | | | | | | | | | |
| PARENTS (Or others) GROSS INCOME | | CLASS Q ALLOTMENT | EARNINGS | RENTAL OF PROPERTY | DIVIDENDS | PRIVATE BUSINESS | FARMING | PENSION | SOCIAL SECURITY | INSURANCE BENEFITS | TOTAL INCOME | |
| None | | None | None | None | None | None | None | None | None | None | None | |
| PARENTS (Or others) EXPENSES | | RENT | FOOD | CLOTHING | UTILITIES | PRIVATE BUSINESS | FARMING | MEDICAL | | | TOTAL EXPENSES | |
| 68.50 | | 86.00 | 50.00 | 16.00 | None | None | 26.00 | | | | \$220.00 | |
| 16. ASSETS OF APPLICANT AND PERSONS UPON WHOM APPLICATION IS BASED (Do not include farm equipment.) | | | | | | | | | | | | |
| DESCRIPTION | | CASH VALUE | | DATE LOANED | AMOUNT | PURPOSE | MONTHLY PAYMENTS | BALANCE DUE | | | | |
| | | APPLICANT | PARENTS/OTHERS | | | | | | | | | |
| AUTOMOBILE | | None | \$1100.00 | 16 Jun 38 | 11,000 | To buy home | \$68.50 | \$6,354.85 | | | | |
| HOME | | None | \$12,500 | | | | | | | | | |
| BANK SAVINGS ACCOUNT | | None | None | | | | | | | | | |
| BONDS AND STOCKS | | None | None | | | | | | | | | |
| PROPERTY (Other than home) | | None | None | | | | | | | | | |
| 17. OUTSTANDING OBLIGATIONS OF APPLICANT AND PERSONS UPON WHOM APPLICATION IS BASED (Include farm.) | | | | | | | | | | | | |
| 18. APPLICANT HAS BEEN ADVISED OF HIS RIGHTS UNDER THE SOLDIER'S AND SAILOR'S RELIEF ACT OF 1940 TO REQUEST RELIEF FROM OBLIGATIONS WHICH HE PERSONALLY INCURRED PRIOR TO INDUCTION, AND HAS INDICATED THAT HE (has) (will) (will not) REQUEST SUCH RELIEF (Delete parenthetical phrases that are not applicable). IN EVENT APPLICANT WILL NOT REQUEST SUCH RELIEF INDICATE REASONS. | | | | | | | | | | | | |
| N/A | | | | | | | | | | | | |

[illegible]

Figure 11-2-10.1—Continued.

| | | | |
|---|--|--|---|
| SECTION III - (All applicants list here any other information considered pertinent to, or in continuation of, any of the foregoing items. Additional sheets may be used.) | | | |
| 27. REMARKS | | | |
| INCLOSURES (List evidence submitted.) 1. Ltr from Pfc Underwood's father 2. Ltr from Mrs. Jane Duke (Disinterested person) 3. Ltr from Wayne Construction Co. 4. Ltr from Dr. H.M. Stone | | | |
| SECTION IV - AUTHENTICATION BY APPLICANT AND INTERVIEWER | | | |
| I SWEAR (or affirm) THE FACTS SET FORTH IN THIS REQUEST FOR DISCHARGE ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. | | | |
| DATE 13 December 1961 | SIGNATURE OF APPLICANT | | |
| NAME, GRADE, BRANCH OF SERVICE (Type or print.) THOMAS W. LINGEN, Capt, Inf | | SIGNATURE OF OFFICER CONDUCTING INTERVIEW | |
| SECTION V - (To be completed and authenticated by personnel officer having custody of applicant's records.) | | | |
| 28. HAS INFORMATION CONTAINED IN ITEMS 1, 12, AND 13 BEEN VERIFIED FROM RECORDS? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | 29. DATE OF BIRTH |
| 30a. DATE OF ENL. ER, RA, NO. OR IND | b. DATE OF ENTRY ON AD (ER-NO) | c. DATE OF ENTRY ON ACOUTRA (ER-NO) | 31. TOTAL PRIOR ACTIVE SVC (Yr, month & day of last discharge) |
| 32. LIST MAIN CIVILIAN OCCUPATION RECORDED ON DA FORM 20 (Title only). | | | |
| 33. APPLICANT'S PRIMARY MOS | 34a. TIME LOST UNDER SEC 6a, APP 2b, MCM 1961 | b. NORMAL ETS | c. EXTENDED ETS |
| 35. HAS APPLICANT BEEN ALERTED OR PLACED ON ORDERS FOR OVERSEA SHIPMENT? <input type="checkbox"/> NO <input type="checkbox"/> YES (If YES complete the following) | | | |
| a. DATE APPL INFORMED OF ALERT | b. EDCSA & REPORTING DATE | c. PERSONNEL CENTER | d. OVERSEA COMMAND |
| 36. COMPLETE FOLLOWING IF APPLICANT WAS INDUCTED | | | |
| a. SELECTIVE SERVICE NO. | b. LOCAL BOARD NO. | c. COUNTY | d. STATE |
| 37a. HAS APPLICANT SUBMITTED A PREVIOUS APPLICATION FOR HARDSHIP OR DEPENDENCY SEPARATION? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| b. WAS PREVIOUS APPLICATION REFERRED TO STATE DIRECTOR OF SELECTIVE SERVICE? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| c. INDICATE ORGANIZATION OR COMMAND THAT DISAPPROVED PREVIOUS APPLICATION | | | |
| 38. IS APPLICANT UNDER CHARGES, IN CONFINEMENT, UNDER INVESTIGATION FOR SEPARATION BY REASON OF AR 635-88 OR AR 604-10, BEING PROCESSED FOR DISCHARGE OR RETIREMENT FOR PHYSICAL DISABILITY UNDER AR 635-408 AND D, OR DOES FLAGGING ACTION UNDER AR 600-91 EXIST? | | | |
| 39. DO STATEMENTS INCLOSED WITH APPLICATION CONFORM WITH THE REQUIREMENTS OF AR 635-207? <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |
| 40a. NAME AND GRADE OF PERSONNEL OFFICER | | b. SIGNATURE OF PERSONNEL OFFICER | |

Figure 11-2-10.1—Continued.

Underwood, Ralph T. 1st Ind
RA 19 300 831
SUBJECT: Application for Hardship Discharge

CO, Company B, 1st Bn, 19th Inf, Ft Miller, Utah, 31 Dec 61

THRU: Commanding Officer, 1st Bn, 19th Inf, Ft Miller, Utah

TO: Commanding General, 99th Inf Div, Ft Miller, Utah
ATTN: AG-PSD

1. Recommend approval.
2. Pfc Underwood is not under charges, investigation, flagging action under AR 600-31, or administrative actions which may result in reassignment or separation.

4 Incl

1. Ltr fr father
2. Ltr fr family friend
3. Ltr fr father's employer
4. Physician's certificate

Thomas W. Lingen
THOMAS W. LINGEN
Capt, Inf
Commanding

November 25, 1961

Commanding Officer
Co B, 1st Bn, 19th Inf
Fort Miller, Utah

Dear Sir,

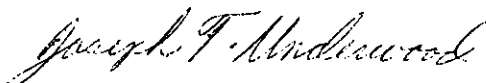
I would certainly appreciate a discharge from the Army for my son, Pfc Ralph T. Underwood, RA 19 300 831.

We were doing pretty good after Ralph joined the Army last year, even without the \$50.00 a month he used to give his mother to help out. In July this year I had an accident and they amputated my left arm. I haven't been working since then and it has been real difficult to pay the bills from month to month. I have just about used up our savings, and the insurance money and am now preparing to arrange a loan (or sell) the car (1959 Model). I have three other children but they are still going to elementary school and I hope they can continue to get their education.

The \$40.00 allotment from Ralph is a real godsend but it just isn't enough money to take care of everything. Mr. Drake, who owns the Wayne Construction Company, said he would hire Ralph if he could get an honorable discharge or even be released to the Reserve Unit here in Wayne. We certainly need Ralph's help and I would like for him to be discharged from the Army.

Sincerely,

Notary Statement and Seal



Incl 1

Figure 11-2-10.3.

RD 6, Wayne, Pa.
December 1, 1961

Commanding Officer
Company B, 1st Battalion
99th Infantry Division
Fort Miller, Utah

Dear Sir:

I am writing this letter in an effort to help Pfc Ralph T. Underwood obtain his release from the Army.

Having known the Underwood family and having been their neighbor for the past 23 years I am very familiar with their present circumstances.

Last July, Mr. Joseph Underwood was hurt while at work and subsequently had his left arm amputated. Since that time Mr. and Mrs. Underwood and their three young children have been in an extremely difficult financial condition.

To the best of my knowledge the only help they receive is from their son Ralph.

The only solution to the Underwood's dire circumstances is the financial support and care Ralph can give at home. None of the children or relatives are able to render any assistance whatsoever.

The entire family is an asset to this community and are fine, respectable people.

It is my sincere hope that you will do everything in your power to help this family get on its feet again by assisting Ralph in his efforts to be released from the service.

Sincerely yours,



Notary seal

Incl 2

Figure 11-2-10.4.

WAYNE CONSTRUCTION COMPANY
611 Main Street
WAYNE, PENNSYLVANIA

December 1, 1961

Captain Thomas W. Lingen
Company B, 1st Bn, 19th Inf
99th Infantry Division
Fort Miller, Utah

Dear Sir:

This letter is in reference to a request I received from Pfc Ralph T. Underwood regarding employment in the event that he is released from the Army.

I have known the Underwood family for about 25 years and am very familiar with their present difficulties. Mr. Joseph B. Underwood had been in my employ for approximately 25 years and on July 1, 1961 he was involved in an accident while at work, which resulted in the loss of his left arm. Mr. Underwood's son, Ralph T. Underwood, was in my employ for about 1 year before his entry into service.

Both Joseph and his son were exceptionally good men on the job and fine family men.

As the result of the accident the family is very hard put to make ends meet and any consideration you could give him toward release from the service would alleviate the distressed condition of the family. No one at home is able to assist the family because the children are all of school age.

I will hire Ralph immediately upon separation from the service and put him on the job he left, bricklayer's helper, at a wage of \$90.00 per week.

Yours truly,



John B. Drake
Building Contractor
Wayne Construction Company

Notary Seal

Incl 3

Figure 11-2-10.5.

H. M. STONE, MD
200 Park Street
WAYNE, PENNSYLVANIA

December 1, 1961

Company Officer
Company B, 1st Battalion
19th Infantry Division
Fort Miller, Utah


Dear Sir:

This letter is to inform you that on July 1, 1961, I treated Mr. Joseph B. Underwood for an injury incurred while at work.

Due to the nature and extent of injuries sustained, it was necessary to amputate his left arm. I have continued to treat Mr. Underwood and his progress has been good.

In my opinion Mr. Underwood will not be able to return to the same type of work which he performed prior to his injury.

Yours truly,


H. M. Stone, MD

Incl 4

Figure 11-2-10.3.

Procedure 11-2-11

SUSPENSION OF FAVORABLE PERSONNEL ACTIONS

1. References.

- a. AR 381-130.
- b. AR 600-31.
- c. AR 604-10.

2. Form. DA Form 268 (Report for Suspension of Favorable Personnel Action).

3. General. a. DA Form 268 is used for flagging records of those individuals—

- (1) To whom the provisions of AR 604-10 apply (security investigation).
- (2) Against whom action is initiated which may result in dismissal, discharge, court-martial, disciplinary action, demotion or elimination proceedings.
- (3) AWOL, under charges or restraint by civilian authorities, or against whom investigation is initiated of allegations or incidents reflecting unfavorable upon their character or integrity.

b. None of the following favorable personnel actions can be accomplished while an individual is flagged:

- (1) Reassignment (except as authorized by par. 5, AR 600-31).
- (2) Promotion.
- (3) Appointment or reappointment.
- (4) Enlistment.
- (5) Discharge.
- (6) Release from active duty.
- (7) Award of a decoration or commendation.
- (8) Retirement.
- (9) Attendance at a service school.

c. The following procedures do not apply to security cases under section II, AR 600-31. Flagging action involving personnel security cases will be performed as directed in AR 600-31.

d. Flagging action on officers and warrant officers, including those of the Reserve Components serving on active duty as enlisted men, will be accomplished only at the specific direction of the commander.

4. Procedure. a. Secure the information required to complete a pencil draft of DA Form 268 (initial report), items 1 through 12, from the Personnel Data Card (PDC).

b. Obtain the information to complete items 13 through 17 from the first sergeant or executive officer.

c. Use the pencil draft as a guide and type the required number of copies of DA Form 268 (fig. 11-2-11.1). Copies must be furnished each headquarters in the chain of command as follows:

- (1) Original and 1 copy to the Division Commander, ATTN: AG-PSD.
- (2) One copy to the Brigade Commander, Division Artillery Commander or the Support Command Commander, ATTN: S1, as applicable.
- (3) One copy to the Battalion Commander, ATTN: S1 (if unit is organic to a battalion).
- (4) One copy will be placed in the company/battery suspense file for control of interim reports (e below).

d. Have the unit commander complete the authorization on all copies.

- (1) Prepare envelopes for addresses other than the battalion headquarters.
- (2) Annotate reverse of the PDC in red pencil, "Flagged under AR 600-31 (date)."
- (3) Where flagging action was initiated due to AWOL, annotate the reverse of the PDC in red pencil "Flagged—final report (AR 600-31) to be made on date dropped from the rolls (date)."
- (4) Change the deployability status of the soldier on the face of the PDC.
- (5) Remove 1 copy of DA Form 268 for suspense file.
- (6) Original and all remaining copies of DA Form 268 will be hand-carried to the battalion S1/adj.
- (7) Make MR entry changing FSA code.

e. Count 120 days after the date of the initial report; write that date in red on the upper border of your copy of DA Form 268 and put it in the unit suspense file. This is the date on which the first interim report is submitted.

f. Prepare the first interim report (fig. 11-2-11.2) on DA Form 268, items 1 through 12, items 19 through 24, and Section IV. Obtain information for items 19 through 24 from the first sergeant or executive officer. You will accomplish this report on the date entered on the upper border of the initial report. Count 120 days after the date of the first interim report; write that date in red on the upper

border of unit copy of DA Form 268 and place in suspense. This is the date on which the second interim report is submitted.

g. Prepare the second interim report on DA Form 268 completing the same items as on the first interim report. Count 30 days after the date of the second interim report; write that date in red on the upper border of DA Form 268 and place in suspense. This is the date on which the third interim report is submitted. If subsequent reports are required follow the procedure in this subparagraph.

h. When the final report lifting the flagging action is required (par. 12c(3), AR 600-31)—

- (1) Remove the copy of DA Form 268 from suspense file.
- (2) Prepare final report (fig. 11-2-11.3) on DA Form 268, by completing items 1 through 12, 25, and Section IV, in the same number of copies and for the same distribution as required for the initial report. Obtain the information for item 25 from the first sergeant or unit commander.
- (3) After the unit commander signs the report, dispatch it to addressees indicated in the distribution.
- (4) Annotate the reverse of the PDC in red pencil "Flagging removed (date)."
- (5) Destroy all copies of DA Form 268 per-

taining to the case in the unit file.

(6) Make MR entry changing FSA code.

i. When DA Form 268 establishing flagging action on a soldier of the unit is received from another headquarters—

- (1) Provide a copy of DA Form 268 to the unit commander immediately.
- (2) Annotate the reverse of the PDC in red pencil "Flagged under AR 600-31 (date and headquarters controlling flagging action)."
- (3) Change the deployability status of soldier on the face of the card.
- (4) File DA Form 268 in the unit files in a file established for this purpose.
- (5) Make MR entry changing FSA code.

j. DA Form 268 will not be prepared at unit level for officers including Reserve officers serving on active duty as enlisted men (service number prefix RO, RM, or UR).

- (1) Should flagging action be required on this category of personnel, the unit commander must make an immediate personal report to the battalion commander.
- (2) DA Form 268 will be initiated by the battalion personnel staff NCO, or the PSD, as determined by local command directives.

| | | |
|--|---------------------------------|---------------|
| <p>d. <input type="checkbox"/> I am the widower of the deceased member or retired member named in Section I, that I am not now married and have not remarried since date of death of said member or retired member and that at the time of said member's or retired member's death I was dependent upon such member or retired member for over one-half of my support because of a mental or physical incapacity. Lawful marriage to said member or retired member took place at _____ PLACE _____ ON _____ DATE _____</p> | | |
| <p>e. <input type="checkbox"/> All children named are my legitimate, legally adopted or step children; that all children are unmarried; that all children named who are over 21 years of age are (1) incapable of self-support because of a mental or physical incapacity that existed prior to their reaching the age of 21 and are in fact dependent upon me for over one-half of their support or (2) have not passed their twenty-third birthday and are enrolled in a full-time course of study in an educational institution above high school level which normally maintains a regular faculty and curriculum and normally has a regularly organized body of students in attendance at the place where the educational activities are carried on and are in fact dependent upon me for over one-half of their support.</p> | | |
| <p>f. <input type="checkbox"/> All children named are the legitimate, legally adopted or step-children of the deceased member or retired member named in Section I, that all children named are unmarried; that all children named who are over 21 years of age are (1) incapable of self-support because of a mental or physical incapacity that existed prior to their reaching the age of 21 and were in fact dependent upon the deceased member or retired member at the time of the member's or retired member's death for over one-half of their support or (2) have not passed their twenty-third birthday and are enrolled in a full-time course of study in an educational institution above high school level which normally maintains a regular faculty and curriculum and place where the educational activities are carried on and were in fact dependent upon the deceased member or retired member at the time of member's or retired member's death, for over one-half of their support.</p> <p>NOTE - Section II - In those special circumstances which permit children over 21 entitlement to medical care, indicate after date of birth (INC) for incompetency, or (SCH) for attendance at approved school. Enter under Remarks the name of the institution of higher learning.</p> | | |
| <p>g. <input type="checkbox"/> I am the parent or parent-in-law of the deceased member or retired member named in Section I and at the time of said member's or retired member's death, I, and all other parents or parents-in-law named herein resided in the household of said member or retired member, and were in fact dependent upon said member or retired member for over one-half of our support.²</p> | | |
| <p>h. <input type="checkbox"/> I am the legal guardian of the dependent or dependents of the deceased member or retired member named in Section I, and further certify that the named dependents meet the criteria for eligibility prescribed by Public Law 569, 84th Congress, as indicated by blocks checked above.</p> | | |
| <p>i. <input type="checkbox"/> All parents or parents-in-law named are in fact dependent upon me for over one-half of their support and actually reside in my household.²</p> | | |
| <p>j. <input type="checkbox"/> I am entitled to retired, retirement, or retainer pay or equivalent pay as a result of service in a uniformed service, other than by retirement under title III of the Army and Air Force Vitalization and Retirement Equalization Act of 1948.</p> | | |
| <p>k. <input type="checkbox"/> I am entitled to retired or retirement pay under Title 10, U.S.C. Section 1331 - 1337 (formerly Title III of the Army and Air Force Vitalization and Retirement Equalization Act of 1948) and I have completed eight or more years of active duty as defined in sub-section 101(E) of the Armed Forces Reserve Act of 1952, 66 Stat. 481, 50 U.S.C. 901, periods of active duty were as follows:</p> | | |
| <p>² For the purposes of medical care, the requirement of actually residing in the household shall be fulfilled when the parent or parent-in-law actually resides, or was residing at the time of death of a member or retired member, in a dwelling place provided or maintained by said member or retired member.</p> | | |
| <p>18. REMARKS</p> <p>Commissary Agent: Mrs. Mary J. Underwood</p> | | |
| <p>19. CONDITIONS APPLICABLE TO RECIPIENTS OF CARDS</p> <p>Recipients of the Uniformed Services Identification and Privilege Card(s) authorized on the basis of this application will be responsible for proper use of the privileges and facilities authorized. Recipients will surrender cards immediately upon call to do so or when appropriate under applicable regulations, and will notify the agencies designated to grant authorizations for privileges and facilities in event of any change in status affecting eligibility therefor. Medical care furnished in uniformed services facilities is subject to the availability of space, facilities, and the capabilities of the medical staff to provide such care. Determinations made by the medical officer or contract surgeon, or his designee, as to availability of space, facilities, and the capabilities of the medical staff shall be conclusive. Reimbursement shall be required for any unauthorized medical care furnished at Government expense. Penalty for presenting false claims or making false statements in connection with claims; fine of not more than \$10,000 or imprisonment for not more than five years or both. Act 25 June 1919, 18 U.S.C. 287, 1001.</p> | | |
| 20. DATE OF APPLICATION | 21. SIGNATURE OF APPLICANT | |
| 1 December 1961 | <i>Ralph F. Underwood</i> | |
| SECTION IV - VERIFICATION BY PERSONNEL OFFICER OR OTHER RESPONSIBLE OFFICIAL OF SPONSOR'S SERVICE | | |
| THE STATUS OF THE PERSONS NAMED IN SECTION II HAS BEEN VERIFIED. ISSUE OF DD FORM 1173 BY ANY U.S. MILITARY ACTIVITY IS AUTHORIZED. BENEFITS & PRIVILEGES TO WHICH ENTITLED, EFFECTIVE & EXPIRATION DATES OF ELIGIBILITY FOR EACH NAMED PERSON ARE VERIFIED. ISSUING AGENCY REQUESTED TO (A) ISSUE DD FORM 1173 UPON PRESENTATION OF THIS APPLICATION (B) ENTER IN THE APPROPRIATE COLUMN OF SEC II THE CARD NUMBER ISSUED WITH THE DATE ISSUED (C) COMPLETE SECTION V OF THIS APPLICATION FORM AND RETURN IT TO THE ORGANIZATION DESIGNATED IN ITEM 22. | | |
| 22. ORGANIZATION AND MAILING ADDRESS OF VERIFYING OFFICER | 23. TYPED NAME, GRADE AND TITLE | 24. SIGNATURE |
| | | |
| SECTION V - AUTHENTICATION BY ISSUING AGENCY | | |
| 25. ORGANIZATION OF ISSUING OFFICER | 26. TYPED NAME, GRADE AND TITLE | 27. SIGNATURE |
| | | |

U.S. GOVERNMENT PRINTING OFFICE: 1961 O-595185

Figure 11-2-12.1—Continued.

Procedure 11-2-13

AWOL AND DESERTION

1. References.

- a. AR 355-60.
- b. AR 630-10.
- c. AR 643-40.
- d. AR 700-8400-1.

2. Forms.

- a. DA Form 188 (Extract Copy of Morning Report).
- b. DA Form 268 (Report for Suspension of Favorable Personnel Action).
- c. DA Form 442 (Inventory of Personal Property).
- d. DA Form 1546 (Request for Issue or Turn-In).
- e. DA Form 10-102 (Organizational Clothing and Equipment Record).
- f. DA Form 10-195 (Individual Clothing Record).

3. General. a. Throughout this procedure the term "deserter" is used solely to administratively define an individual who has been dropped from rolls of his organization.

b. The company has many specific duties whenever an AWOL or desertion occurs. After the initial morning report entry of an AWOL is made, there are three major suspense dates to consider in planning for administrative processing of AWOL's or deserters—

- (1) On the 10th day, the AWOL's nearest relative must be notified.
- (2) On the 29th day, the AWOL is dropped from the rolls of the unit as a deserter. See paragraph 2d AR 630-10 for exceptions to this date.
- (3) On the 59th or 119th (overseas) day, the deserter's personnel records are forwarded to The Adjutant General.

c. Prior planning will obviate a heavy workload at the last minute or a delay in forwarding records and reports.

d. The division Replacement Detachment will comply with paragraph 2b, AR 630-10 to determine the status of intransit personnel who fail to report to the division and, if necessary, follow the procedures below.

4. Procedure. a. Upon determination of an AWOL—

- (1) Make proper morning report entry (AR 335-60).

- (2) Prepare flagging action (Procedure 11-2-11).

b. The commander will make an inquiry into probable causes or motives for the absence, making a written report of his findings.

c. On the 10th day of AWOL a letter to the absentee's nearest relative is prepared and dispatched (par. 3d, AR 630-10).

d. On the 29th day of AWOL—

- (1) Make a morning report entry dropping the individual from the rolls of the organization as a deserter. See paragraph 2d, AR 630-10 for exceptions.
- (2) Prepare DA Form 188 (Extract Copy of Morning Report) in quadruplicate.
- (3) The supply officer will inventory and dispose of the absentee's property in accordance with AR 643-40 and AR 700-8400-1. If no property is found, a written negative report will be made.
- (4) Money left by the absentee will be deposited with the finance officer and receipt obtained.
- (5) The battalion S2 will be requested to take action to revoke any security clearance.

e. The following reports and forms will be forwarded to the PSD as soon as possible, but not later than 30 days after the absentee is dropped from the rolls in CONUS. Oversea commanders may extend this period to 90 days.

- (1) Copy of the letter to the nearest relative.
- (2) The commander's inquiry report.
- (3) Charge sheets in triplicate (if applicable).
- (4) Finance officer's receipt for money deposited (if applicable).
- (5) DA Form 442 (Inventory of Personal Property).
- (6) DA Form 1546 (Request for Issue or Turn-In).
- (7) DA Form 10-102 (Organizational Clothing and Equipment Record).
- (8) DA Form 10-195 (Individual Clothing Record).
- (9) DA Form 188 (Extract Copy of Morning Report) in quadruplicate.

f. Immediately upon return of an AWOL or deserter to duty—

- (1) Refer him to the servicing medical facility

for a medical examination in accordance with paragraph 7a, AR 630-10.

- (2) Make appropriate morning report entry (AR 335-60).
- (3) Make interim flagging action report (Procedure 11-2-11).
- (4) Commander will prepare charge sheets.
- (5) Take any other action requested by the commander or PSD.

g. If an individual attached to the company goes AWOL his parent unit will be notified by the fastest means available, providing the information required by paragraph 2*h*, AR 630-10. The parent unit will make proper morning report entries and follow the procedures in paragraph *a* through *e* above, so far as possible.

h. ACDUTRA personnel will not be processed using this procedure, but will be processed in accordance with paragraph 18, AR 630-10.

Procedure 11-2-14

BARS TO ENLISTMENT OR REENLISTMENT

1. References.

- a. AR 635-200.
- b. AR 640-98.

2. Forms. None.**3. General.**

AR 635-200 provides procedures to bar enlisted personnel from enlisting or reenlisting in the Regular Army. This bar is intended primarily for those individuals the commander determines to be untrainable or unsuitable for military service and whose conduct and efficiency warrant a General Discharge, but whose actions do not warrant elimination for unfitness or unsuitability (AR 635-208 and AR 635-209). Bars are approved by the division commander, and upon approval are filed in the individuals personnel files. An appropriate remark is entered in the service record and on separation papers.

4. Procedure. a. On determining that an in-

dividual should be barred from further service, the commander prepares a letter in certificate form (fig. 11-2-14.1) giving the reasons for the request, the time the individual has served in the unit, the commander's efforts to rehabilitate the individual; a summary of the individual's offenses, and the individual's conduct and efficiency ratings.

b. The request will be shown to the individual and he will be given an opportunity to make a statement (fig. 11-2-14.2) in accordance with AR 640-98.

c. The request will be forwarded to the next higher headquarters in original and 3 copies.

d. The commander of the unit to which an individual is assigned or attached may request removal of a bar to enlistment or reenlistment if he determines the individual is in fact qualified for further service. The request will be forwarded in the same manner as a request to bar.

HEADQUARTERS
COMPANY B, 1ST BATTALION
19TH INFANTRY
FORT MILLER, UTAH

21 September 1961

SUBJECT: Certificate of Unsuitability for Enlistment/Reenlistment

TO: Commanding Officer
1st Bn, 19th Inf
Fort Miller, Utah

1. In accordance with the provisions of paragraph 8c, AR 635-200, this is to serve as my certificate to the effect that I consider PVT RALPH T. UNDERWOOD, RA 19 300 831, a substandard soldier who should be barred from enlistment/reenlistment in the service.

2. PVT UNDERWOOD has been assigned to this unit for _____ months.

3. PVT UNDERWOOD has a record of habitual misconduct in this unit as evidenced by _____ Article 15 actions against him and _____ convictions by courts-martial. Offenses range from _____ to _____.

4. I have counseled this individual on numerous occasions and have advised him of the adverse consequences which might ensue from this or similar personnel actions. This has been to no avail. I forward this certification for approval, all other rehabilitation actions having failed to date.

5. Conduct Fair Efficiency Fair.

6. A statement by subject EM as required in paragraph 7, AR 640-98 is inclosed.

1 Incl
as

Thomas W. Lingen
THOMAS W. LINGEN
Capt, Inf
Commanding

Figure 11-2-14.1.

COMPANY B, 1ST BATTALION
19TH INFANTRY
FORT MILLER, UTAH

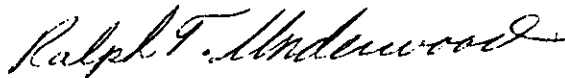
21 September 1961

SUBJECT: Certificate of Unsuitability for Enlistment/Reenlistment

I have read and understand the allegations made by my commander
this date, and--

(X) elect not to make a statement.

() submit the following statement in my behalf.



RALPH T. UNDERWOOD
Pvt
RA 19 300 831

Figure 11-2-14.2.

Procedure 11-2-15

CHANGES TO RECORDS OF NAME OR BIRTH DATA

1. Reference. AR 600-2.

2. Form. DA Form 1049 (Personnel Action).

3. General. *a.* A change to records of name must be presented by the individual. Such a change may be required by an erroneous entry on the individual's records on entering service, a change by court order, naturalization, or the addition or deletion of Sr., Jr., III, a middle name, etc.

b. A change to date or place of birth will be requested when the recorded entry is in error.

c. Normally the authority to approve these changes will be delegated to the unit commander.

4. Procedure. *a.* Change to record of name.

(1) When a change to the record of name is required, the individual will submit a request on a DA Form 1049, (fig. 11-2-15.1) to his immediate commander with the following substantiating documents:

(*a*) A certified copy of the court order or

decree, if applicable.



(*b*) Evidence required by AR 600-2, where the change is through other than court decree.

(*c*) Addition or deletion of Jr., Sr., III, and middle names, or slight changes in spelling may be made on the individual's statement.

(*d*) On naturalization—a statement from the individual's superior officer stating he has seen the naturalization certificate and the name has been changed as stated on the application. A naturalization certificate may not be reproduced.

(2) The unit commander will approve or disapprove and forward to the PSD.

b. Change to records of date or place of birth will be accomplished in the same manner as above, providing the evidence required by AR 600-2.

| | | |
|--|---|-------------------|
| PERSONNEL ACTION (AR 340-15) | | DATE 12 Oct 61 |
| FILE REFERENCE UNDERWOOD, RALPH T. RA 19 300 831 | SUBJECT Request for Change of Record of Name | |
| TO: CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | FROM: SP4 E4 RALPH T UNDERWOOD, RA 19300831 Co B, 1st Bn, 19th Inf Fort Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. UP para 9, AR 600-2 request that my name of record be changed from RALPH TYLER UNDERWOOD to ROBERT TAYLOR UNDERWOOD.</p> <p>2. When I enlisted my name was erroneously entered on my enlistment papers because of an error on my birth certificate. I have now received a corrected copy of my birth certificate and desire to have my records changed to show my correct name.</p> <p style="text-align: right;">  RALPH T. UNDERWOOD RA 19 300 831 SP4 E4 </p> <p>2 Incl*</p> <p>1. Certified copy of birth certificate</p> <p>2. Affidavit of parents</p> | |
| 2 | <p>TO: CG, 99th Inf Div ATTN: AG-PSD</p> <p>FROM: CO, Co B, 1st Bn, 19th Inf</p> <p>12 Oct 61</p> <p>Approved.</p> <p style="text-align: right;">  THOMAS W. LINGEN Capt, Inf Commanding </p> <p>2 Incl nc</p> <p>* No samples provided</p> | |
| USE PLAIN PAPER FOR CONTINUATION OF COMMENTS | | |

DA FORM 1049

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1955 O - 354714

Figure 11-2-15.1.

November 25, 1961

Commanding General
Finance Center, U. S. Army
ATTN: Allotment Operations
Indianapolis 49, Indiana

Dear Sir:

I am the wife of Pfc Ralph T. Underwood, RA 19 300 831, Co B,
1st Bn, 19th Inf, Fort Miller, Utah.

I am currently receiving my Class Q allotment check addressed
to 1235 South Graduate Ave., Salt Lake City, Utah.

On December 5, 1961 I am moving to 976 North Date St., Wildwood,
Washington, and it is requested that my allotment check be mailed to
that address.

Sincerely,



(Mrs) Edith T. Underwood

Change of address - Class Q allotment

Figure 11-3-1.5.

Procedure 11-3-2

PARTIAL PAYMENT—ADVANCE PAYMENT

1. References.

- a. AR 37-104.
- b. AR 37-106.

2. Form. DA Form 2142 (Request for Pay Action).

3. General. a. A soldier may request partial payment when an emergency arises which justifies drawing a portion of his pay due; or prior to complying with TDY or PCS orders. See chapter 1, AR 37-104.

b. Advance payment may be requested incident to PCS to help relieve the immediate extra expenses of the move. A normal advance is 1 month's basic pay. For cogent reasons, up to 3 months' basic pay may be advanced. The advance will be repaid by scheduled deductions usually over a 6-month period, but may be liquidated in a lesser period. Advance payments normally are not approved for enlisted men without dependents unless evidence of extenuating circumstances is provided to the individual's commanding officer. See chapter 1, AR 37-104.

c. Advance payment of travel allowance on PCS may be requested in lieu of an advance of pay. Under conditions of extreme emergency where unusual hardship will result, an exception to this rule is authorized and both an advance of pay and an advance travel payment may be made (see ch. 6, AR 37-106). This type of advance may not be requested until 10 days prior to the date travel will commence.

4. Procedure. a. *Partial payment.* The first sergeant or one of the unit officers will interview the soldier requesting a partial payment to determine if such a payment is appropriate under the circumstances. The actual request for partial payment is submitted on DA Form 2142 (fig. 11-3-2.1). If the amount desired and approved is all that the soldier has due on the date of the request, enter "maximum" instead of the dollar amount in Section C, DA Form 2142. Also see *d* below.

b. *Advance payment.* Prior to submission of a request for this payment, soldier must be interviewed by the unit commander. Upon completion

of the informal interview, prepare the request and have the soldier sign it (fig. 11-3-2.2). Submit the request to the unit commander for his action. Also see *d* below.

c. *Advance travel payment for PCS.* When an advance of travel pay is required, as authorized in AR 37-106, complete the request and attach 2 copies of PCS orders (fig. 11-3-2.3). Have soldier sign the request and submit to the unit commander for approval. Also see *d* below.

d. *Advance payments for TDY not in connection with PCS.* An individual under orders directing temporary duty travel, not in connection with a PCS, who desires an advance of travel allowances may choose to receive either an advance or per diem, an advance of monetary allowance in lieu of transportation, or an advance of the actual or anticipated commercial cost of transportation plus per diem.

- (1) Prepare DA Form 2142 identifying the type of advance desired and inclosing 1 copy of TDY orders (fig. 11-3-2.4).
- (2) Submit for unit commander's approval.
- (3) Forward to the PSD where SF 1012 (Travel Voucher) will be prepared and returned to the unit for signature of the soldier and the unit commander.
- (4) Soldier should hand-carry approved travel voucher to the appropriate finance and accounting officer for payment.

e. *Prepare all requests in original and two copies.* Send original and 1 copy to the PSD and file 1 copy in the unit files as required by AR 345-215.

f. No formal approval of the commanding officer is required for officers requesting partial payment, advance pay, or advance travel pay on PCS.

- (1) Complete the request in original and 2 copies.
- (2) Forward the signed original and 1 copy to the PSD without indorsement in the "Action by Unit Commander" Section (fig. 11-3-2.5).
- (3) File 1 copy in the unit files.

| | | |
|---|--|--|
| REQUEST FOR PAY ACTION (AR 37-104) | | 1. DATE 21 Dec 61 |
| 2. TO: Commanding Officer Co B, 1st Bn, 19th Inf | | 3. FROM: Sgt Ralph T. Underwood, RA 19300831 Co B, 1st Bn, 19th Inf |
| ACTION REQUESTED | | |
| PAY LESS THAN AMOUNT DUE | | |
| A | I DESIRE TO DRAW \$ _____ ON THE NEXT PAY DAY WITH THE UNDERSTANDING THAT THE BALANCE OF PAY DUE ME WILL BE CREDITED TO MY ACCOUNT. <div style="text-align: center; font-size: small;">AMOUNT</div> | |
| CHECK PAYMENT DURING ABSENCE | | |
| REQUEST CHECK PAYMENT FOR AMOUNT TO BE PAID TO ME ON PAY DAYS _____ DATE _____ DATE _____ | | |
| B | DATE _____ BE MAILED TO ME AT THE FOLLOWING ADDRESS: | |
| | STREET _____ | CITY _____ |
| | STATE _____ | |
| PARTIAL PAY - ADVANCE PAY - ADVANCE PAYMENT OF TRAVEL ALLOWANCE | | |
| REQUEST <input checked="" type="checkbox"/> PARTIAL PAY OF \$ <u>Maximum</u> AMOUNT, - <input type="checkbox"/> ADVANCE PAY OF _____ MONTHS, - <input type="checkbox"/> ADVANCE PAYMENT OF TRAVEL ALLOWANCE (copy of travel orders attached). REASON FOR REQUEST: | | |
| C | Authorized ordinary leave (COMUS emergency) for 20 days effective 23 Dec 61. | |
| 4. TYPED NAME AND SERVICE NUMBER OF MEMBER RALPH T. UNDERWOOD, RA 19 300 831 | | 5. SIGNATURE OF MEMBER <i>Ralph T. Underwood</i> |
| ACTION OF UNIT COMMANDER | | 6. DATE 21 Dec 61 |
| 7. TO: CG, 99th Inf Div Ft Miller, Utah ATTN: AG-PSD | | 8. FROM: CO, Co B, 1st Bn, 19th Inf Ft Miller, Utah |
| THE ABOVE REQUEST IS: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS MODIFIED BELOW <input type="checkbox"/> DISAPPROVED | | |
| 9. REMARKS | | |
| 10. TYPED NAME AND GRADE OF UNIT COMMANDER THOMAS W. LINGEN, Captain | | 11. SIGNATURE OF UNIT COMMANDER <i>Thomas W. Lingen</i> |

DA FORM 2142
1 JUL 55

U. S. GOVERNMENT PRINTING OFFICE: 1958 O--475128

Figure 11-3-2.1.

| | | | |
|---|--|--|-------|
| REQUEST FOR PAY ACTION (AR 37-104) | | 1. DATE 1 Dec 61 | |
| 2. TO: Commanding Officer Co B, 1st Bn, 19th Inf | | 3. FROM: Pfc Ralph T. Underwood, RA 19300831 Co B, 1st Bn, 19th Inf | |
| ACTION REQUESTED PAY LESS THAN AMOUNT DUE | | | |
| A I DESIRE TO DRAW \$ _____ ON THE NEXT PAY DAY WITH THE UNDERSTANDING THAT THE BALANCE OF PAY DUE ME WILL BE CREDITED TO MY ACCOUNT. | | | |
| CHECK PAYMENT DURING ABSENCE REQUEST CHECK PAYMENT FOR AMOUNT TO BE PAID TO ME ON PAY DAYS _____ DATE _____ DATE _____ B _____ DATE _____ BE MAILED TO ME AT THE FOLLOWING ADDRESS: | | | |
| STREET | | CITY | STATE |
| PARTIAL PAY - ADVANCE PAY - ADVANCE PAYMENT OF TRAVEL ALLOWANCE REQUEST <input type="checkbox"/> PARTIAL PAY OF \$ _____ AMOUNT, - <input checked="" type="checkbox"/> ADVANCE PAY OF <u>1</u> MONTHS, - <input type="checkbox"/> ADVANCE PAYMENT OF TRAVEL ALLOWANCE (copy of travel orders attached). REASON FOR REQUEST: | | | |
| C I am scheduled for PCS to Ft Ord, Calif on 15 Dec 61 and need funds to defray cost of moving family and meet Christmas expenses in same month. I am not requesting any other advance of pay or allowances. | | | |
| 4. TYPED NAME AND SERVICE NUMBER OF MEMBER RALPH T. UNDERWOOD, RA 19 300 831 | | 5. SIGNATURE OF MEMBER <i>Ralph T. Underwood</i> | |
| ACTION OF UNIT COMMANDER | | 6. DATE 1 Dec 61 | |
| 7. TO: CG, 99th Inf Div Ft Miller, Utah ATTN: AG-PSD | | 8. FROM: CO, Co B, 1st Bn, 19th Inf Ft Miller, Utah | |
| THE ABOVE REQUEST IS: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS MODIFIED BELOW <input type="checkbox"/> DISAPPROVED | | | |
| 9. REMARKS | | | |
| 10. TYPED NAME AND GRADE OF UNIT COMMANDER THOMAS W. LINGER, Captain | | 11. SIGNATURE OF UNIT COMMANDER <i>Thomas W. Linger</i> | |

DA FORM 2142
1 JUL 60

U. S. GOVERNMENT PRINTING OFFICE: 1958 O-475178

Figure 11-3-2.2.

| REQUEST FOR PAY ACTION (AR 37-104) | | 1. DATE 1 Dec 61 |
|--|--|--|
| 2. TO: Commanding Officer Co B, 1st Bn, 19th Inf | | 3. FROM: Sgt Ralph T. Underwood, RA 19300831 Co B, 1st Bn, 19th Inf |
| ACTION REQUESTED | | |
| PAY LESS THAN AMOUNT DUE | | |
| A I DESIRE TO DRAW \$ _____ ON THE NEXT PAY DAY WITH THE UNDERSTANDING THAT THE BALANCE OF PAY DUE ME AMOUNT WILL BE CREDITED TO MY ACCOUNT. | | |
| CHECK PAYMENT DURING ABSENCE | | |
| B REQUEST CHECK PAYMENT FOR AMOUNT TO BE PAID TO ME ON PAY DAYS _____ DATE _____ DATE _____ DATE _____ BE MAILED TO ME AT THE FOLLOWING ADDRESS: | | |
| STREET _____ | | CITY _____ STATE _____ |
| PARTIAL PAY - ADVANCE PAY - ADVANCE PAYMENT OF TRAVEL ALLOWANCE | | |
| REQUEST <input type="checkbox"/> PARTIAL PAY OF \$ _____ AMOUNT _____, - <input type="checkbox"/> ADVANCE PAY OF _____ MONTHS, - <input checked="" type="checkbox"/> ADVANCE PAYMENT OF TRAVEL ALLOWANCE (copy of travel orders attached). REASON FOR REQUEST: PCS w/dependts to Ft Ord, Calif per orders atchd (2 copies). | | |
| C The advance of travel allowances requested is for use in connection with official travel, and I hereby authorize the collection of this advance from amounts due me if it is not properly settled within 30 days after completion of the directed travel (or temporary duty, if applicable). *Transportation requests (have) (have not), government transportation (has) (has not), and meal tickets (have) (have not) been requested. | | |
| *Strike or leave out inappropriate parenthetical words. | | |
| 4. TYPED NAME AND SERVICE NUMBER OF MEMBER RALPH T. UNDERWOOD, RA 19 300 831 | | 5. SIGNATURE OF MEMBER <i>Ralph T. Underwood</i> |
| ACTION OF UNIT COMMANDER | | 6. DATE 1 Dec 61 |
| 7. TO: CG, 99th Inf Div Ft Miller, Utah ATTN: AG-PSD | | 8. FROM: CO, Co B, 1st Bn, 19th Inf Ft Miller, Utah |
| THE ABOVE REQUEST IS: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS MODIFIED BELOW <input type="checkbox"/> DISAPPROVED | | |
| 9. REMARKS | | |
| 10. TYPED NAME AND GRADE OF UNIT COMMANDER THOMAS W. LINGER, Captain | | 11. SIGNATURE OF UNIT COMMANDER <i>Thomas W. Linger</i> |

DA FORM 2142
1 JUL 55

U. S. GOVERNMENT PRINTING OFFICE: 1958 O-475128

Figure 11-3-2.5.

| | | |
|--|---|--|
| REQUEST FOR PAY ACTION (AR 37-104) | | 1. DATE 1 Dec 61 |
| 2. TO: Commanding Officer Co B, 1st Bn, 19th Inf | | 3. FROM: Sgt Ralph T. Underwood, RA 19300831 Co B, 1st Bn, 19th Inf |
| ACTION REQUESTED | | |
| PAY LESS THAN AMOUNT DUE | | |
| A | I DESIRE TO DRAW \$ _____ ON THE NEXT PAY DAY WITH THE UNDERSTANDING THAT THE BALANCE OF PAY DUE ME AMOUNT WILL BE CREDITED TO MY ACCOUNT. | |
| CHECK PAYMENT DURING ABSENCE | | |
| B | REQUEST CHECK PAYMENT FOR AMOUNT TO BE PAID TO ME ON PAY DAYS _____ DATE _____ DATE _____ BE MAILED TO ME AT THE FOLLOWING ADDRESS: _____ DATE _____ | |
| | STREET _____ | CITY _____ STATE _____ |
| PARTIAL PAY - ADVANCE PAY - ADVANCE PAYMENT OF TRAVEL ALLOWANCE | | |
| REQUEST <input type="checkbox"/> PARTIAL PAY OF \$ _____ AMOUNT, - <input type="checkbox"/> ADVANCE PAY OF _____ MONTHS, - <input type="checkbox"/> ADVANCE PAYMENT NR OF TRAVEL ALLOWANCE (copy of travel orders attached). REASON FOR REQUEST: | | |
| <p>1. Request that advance of per diem be authorized to defray expenses of TDY (orders attached).</p> <p>2. The advance of travel allowances requested is for use in connection with official travel, and I hereby authorize the collection of this advance from amounts due me if it is not properly settled within 30 days after completion of the directed travel and temporary duty. *Transportation requests (have) (have not), government transportation requests (have) (have not), and meal tickets (have) (have not) been requested or furnished.</p> | | |
| *Strike or leave out inappropriate parenthetical words. | | |
| 4. TYPED NAME AND SERVICE NUMBER OF MEMBER RALPH T. UNDERWOOD, RA 19 300 831 | | 5. SIGNATURE OF MEMBER <i>Ralph T. Underwood</i> |
| ACTION OF UNIT COMMANDER | | 6. DATE 1 Dec 61 |
| 7. TO: CO, 99th Inf Div Ft Miller, Utah ATTN: AG-PED | | 8. FROM: CO, Co B, 1st Bn, 19th Inf Ft Miller, Utah |
| THE ABOVE REQUEST IS: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS MODIFIED BELOW <input type="checkbox"/> DISAPPROVED | | |
| 9. REMARKS | | |
| 10. TYPED NAME AND GRADE OF UNIT COMMANDER THOMAS W. LINGER, Captain | | 11. SIGNATURE OF UNIT COMMANDER <i>Thomas W. Linger</i> |

DA FORM 2142
1 JUL 55

U. S. GOVERNMENT PRINTING OFFICE: 1958 O-475128

Figure 11-3-24.

| | | |
|---|--|--|
| REQUEST FOR PAY ACTION (AR 37-104) | | 1. DATE 1 Dec 61 |
| 2. TO: CG, 99th Inf Div Ft Miller, Utah ATTN: AG-PSD | | 3. FROM: Thomas W. Lingen, Captain Co B, 1st Bn, 19th Inf |
| ACTION REQUESTED | | |
| PAY LESS THAN AMOUNT DUE | | |
| A | I DESIRE TO DRAW \$ _____ ON THE NEXT PAY DAY WITH THE UNDERSTANDING THAT THE BALANCE OF PAY DUE ME WILL BE CREDITED TO MY ACCOUNT. <div style="text-align: center; font-size: small;">AMOUNT</div> | |
| CHECK PAYMENT DURING ABSENCE | | |
| REQUEST CHECK PAYMENT FOR AMOUNT TO BE PAID TO ME ON PAY DAYS _____ DATE _____ DATE _____ | | |
| B | DATE _____ BE MAILED TO ME AT THE FOLLOWING ADDRESS: | |
| | STREET _____ | CITY _____ STATE _____ |
| PARTIAL PAY - ADVANCE PAY - ADVANCE PAYMENT OF TRAVEL ALLOWANCE | | |
| REQUEST <input type="checkbox"/> PARTIAL PAY OF \$ _____ AMOUNT, - <input checked="" type="checkbox"/> ADVANCE PAY OF <u>1</u> MONTHS, - <input type="checkbox"/> ADVANCE PAYMENT OF TRAVEL ALLOWANCE (copy of travel orders attached). REASON FOR REQUEST: PCS to Ft Ord, California, effective 15 Dec 61. | | |
| C | | |
| 4. TYPED NAME AND SERVICE NUMBER OF MEMBER THOMAS W. LINGEN, Capt, 01923049 | | 5. SIGNATURE OF MEMBER <i>Thomas W. Lingen</i> |
| ACTION OF UNIT COMMANDER | | 6. DATE _____ |
| 7. TO: _____ | | 8. FROM: _____ |
| THE ABOVE REQUEST IS: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS MODIFIED BELOW <input type="checkbox"/> DISAPPROVED | | |
| 9. REMARKS | | |
| 10. TYPED NAME AND GRADE OF UNIT COMMANDER | | 11. SIGNATURE OF UNIT COMMANDER |

DA FORM 2142
1 JUL 55

U. S. GOVERNMENT PRINTING OFFICE: 1954 O-475128

Figure 11-3-2.5.

Procedure 11-3-3

SEPARATE RATIONS

1. References.

- a. AR 37-104.
- b. AR 210-10.

2. Form. DA Form 1049 (Personnel Action).

3. General. Enlisted personnel may be granted permission to mess separately from their assigned organizations according to policies published by the major commander. The approving authority for such requests may be delegated to unit commanders by installation commanders. Normally soldiers actually residing with their dependents on or in the vicinity of the installation, and soldiers in pay grades E-7, E-8, and E-9, are authorized separate rations upon their request. The effective date of separate rations is normally the date of assignment to Government quarters or the date the authorized off post residence was established. Applications must be submitted immediately upon entitlement and processed without delay. The unit will maintain a record which will identify those soldiers authorized to mess separately, effective date, and quarters address (Personnel Data Cards will contain this information). Soldiers on separate rations will not be issued DD Form 714 (Meal Card) and must pay in cash for rations furnished by the Government.

4. Procedure. a. *Request for permission to mess separately.*

- (1) Determine eligibility under local policy. Any question relating to eligibility may be

resolved by phoning the battalion personnel staff NCO.

- (2) Prepare request in original and 1 copy for signature of the soldier (fig. 11-3-3.1).
 - (3) Remove 1 copy of the approved request for file and forward the original to the approving authority with a request for orders.
 - (4) Post the Personnel Data Card and add individual's name to the Separate Rations Roster, if applicable.
 - (5) Withdraw DD Form 714 (Meal Card) in accordance with unit procedures.
- b. *Termination of permission to ration separately.*
- (1) Permission to ration separately may be terminated at any time by the approving authority.
 - (2) When the soldier no longer resides with his dependents, or dependency ceases to exist, the approving authority must be notified and permission to mess separately withdrawn (fig. 11-3-3.2).
 - (3) When separate rations are terminated, post the Personnel Data Card by—
 - (a) Erasing the date under "Sep Rats."
 - (b) Correcting quarters address to show current billets assigned.
 - (4) Issue DD Form 714 (Meal Card) in accordance with unit procedures.

| PERSONNEL ACTION (AR 340-15) | | DATE 1 December 1961 |
|--|---|-------------------------|
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT *Request to Mess Separately | |
| TO: CO, Co B, 1st Bn, 19th Inf Fort Miller, Utah | FROM: Sgt Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf Ft Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. UP AR 210-10 request that I be granted permission to ration separately from my organization effective <u>1 Dec 61</u>. The following statements are made in connection with this request:</p> <p>a. My wife, Brenda G. Underwood, resides at 231 Northern St., Hillwood, Utah.</p> <p>b. Suitable quarters are available for me at this address. I understand that if I am granted permission to reside off post and to ration separately from my organization that this permission may be withdrawn at any time.</p> <p>2. I will report my intention to cease residence at the above address or any change in dependency status of the named dependent. I understand that approval of this request will require cash payment of any meals furnished by the government.</p> <p style="text-align: right;"><i>Ralph T. Underwood</i> RALPH T. UNDERWOOD RA 19 300 831 Sgt, Co B, 1st Bn, 19th Inf</p> | |
| 2 | <p>TO: CG, 99th Inf Div ATTN: AG-PSD</p> <p>FROM: CO, Co B, 1st Bn, 19th Inf</p> <p style="text-align: right;">1 Dec 61</p> <p>1. Approved.</p> <p>2. Action will be initiated by this company to terminate separate rations if it is found that dependents are not residing as stated.</p> <p>3. Request appropriate orders be published.</p> <p style="text-align: right;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> <p>*NOTE.-- This form is suitable for reproduction as form letter.</p> | |

DA FORM 1049

USE PLAIN PAPER FOR CONTINUATION OF COMMENTS

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

GPO: 1960 O - 34211

Figure 11-3-3.1.

| | | |
|--|--|--------------------------|
| PERSONNEL ACTION (AR 340-15) | | DATE 16 December 1961 |
| FILE REFERENCE Underwood, Ralph T. RA 19 300 831 | SUBJECT Termination of Separate Rations | |
| TO: CG, 99th Inf Div Ft Miller, Utah ATTN: AG-PSD | FROM: CO, Co B, 1st Bn, 19th Inf Ft Miller, Utah | |
| NR | PROCESSING ACTIONS | |
| 1 | <p>1. Permission of Sgt Ralph T. Underwood, RA 19 300 831, to mess separately should be withdrawn effective 15 Dec 61.</p> <p>2. Dependents have moved from this vicinity.</p> <p style="text-align: right;"><i>Thomas W. Lingen</i> THOMAS W. LINGEN Capt, Inf Commanding</p> | |
| USE PLAIN PAPER FOR CONTINUATION OF COMMENTS | | |

DA FORM 1049

OCT 55

REPLACES EDITION OF 1 OCT 53, WHICH IS OBSOLETE

☆ GPO : 1955 O 344714

Figure 11-3-3.2.

Procedure 11-3-4

SOLDIER'S DEPOSITS

1. Reference. AR 37-104.

2. Forms.

a. DA Form 2081 (Temporary Receipt for Cash Payment for Soldier's Deposit).

b. DA Form 2082 (Request for Repayment of Soldier's Deposit).

c. DA Form 2142 (Request for Pay Action).

d. DD Form 95 (Memo Routing Slip).

3. General. Soldier's deposits may be made in cash or by payroll deduction. Cash deposits normally are made to the commanding officer on payday. A temporary receipt is furnished the soldier and the collecting officer turns in copies of the receipt and the cash for a consolidated receipt from the personnel officer. This turnover of cash must be accomplished within one working day after receipt of the money from the depositor (ch. 22, AR 37-104). Soldiers must be informed of the importance of safeguarding their deposit tickets and of reporting immediately the loss or destruction of the tickets.

4. Procedure. a. Cash deposits.

- (1) Interview the soldier and assist him in completing DA Form 2081 (fig. 11-3-4.1).
- (2) Check block 6 of DA Form 2081 only if soldier has not deposited money in his current enlistment.
- (3) Give completed receipt to the soldier to present to the unit commander with the cash to be deposited.

b. Commencing payroll deduction for soldier's deposits.

- (1) Interview soldier and obtain the following information:
 - (a) Amount to be deducted.
 - (b) Whether deduction is to be one-time or monthly.
 - (c) Effective month of first deduction.
 - (d) Whether or not it is the initial soldier's deposit on this enlistment.
- (2) Complete DA Form 2142 in original and 1 copy (fig. 11-3-4.2).
- (3) The unit commander must consider the facts in paragraph 22-64, AR 37-104, and approve or disapprove soldier's request.
- (4) Submit the original of an approved request to the PSD and give the duplicate copy to the soldier. Soldier should be reminded to check his next monthly pay voucher for the deduction.

(5) A disapproved request will be returned to the soldier by the unit commander.

c. Discontinuance or change of payroll deduction for soldier's deposits.

- (1) Prepare DA Form 2142, as requested by the soldier, in original and 1 copy (fig. 11-3-4.3).
- (2) Submit request to the unit commander for action.
 - (a) The unit commander may approve or disapprove an increase in the amount of the deduction.
 - (b) If soldier requests less than \$5 deducted monthly, the payroll deduction should be discontinued.
- (3) Submit original of the completed request to the PSD and give duplicate to the soldier.

d. Withdrawal of soldier's deposits. Withdrawals may be requested by the soldier not earlier than 60 days prior to separation (between 75 and 60 days prior to separation if in an oversea area), upon completion of 3 years on an enlistment of over 3 years, or if an account of \$20 or less has been inactive for over a year.

- (1) Prepare DA Form 2082 based on information provided by the soldier (fig. 11-3-4.4).
 - (a) Complete items 1 through 7, DA Form 2082.
 - (b) Complete item 8, DA Form 2082, only if redeposit is requested.
 - (c) Attach soldier's copies of his deposit tickets and, if applicable, his soldier's deposit book.
 - (d) Soldier must sign the request in item 9.
- (2) Prepare a Memo Routing Slip addressed to the PSD (fig. 11-3-4.5).
- (3) Attach completed DA Form 2082 to Memo Routing Slip and dispatch to the PSD.

e. Emergency withdrawal. This procedure is rarely used since withdrawal from Soldier's Deposits normally cannot be effected until 60 days prior to separation. When the health or welfare of the soldier or his dependents may be jeopardized if funds are not authorized to be withdrawn, the soldier may submit a request in accordance with paragraph 22-83, AR 37-104 (fig. 11-3-4.6). The unit commander is specifically required to investi-

gate the circumstances of withdrawal, verify documentation, and approve or disapprove the request.

f. Lost, mutilated, or destroyed soldier's deposit tickets. When soldier's deposit tickets are lost, mutilated, or destroyed, the soldier should make

letter application through the unit commander for a statement of his account. The letter will state what happened to the tickets and the circumstances involved (fig. 11-3-4.7). The unit will forward the letter to the PSD.

DA FORM 2031, 1 MAR 58

| | | | |
|--|--|---|--|
| TEMPORARY RECEIPT OF CASH PAYMENT FOR SOLDIER'S DEPOSITS (AR 37-104) | | 1. SERVICE NUMBER RA 19 300 831 | |
| RECEIVED OF: | | | |
| 2. LAST NAME - FIRST NAME - MIDDLE INITIAL OF DEPOSITOR (Print or type) Underwood, Ralph T. | | 3. DATE 30 November 1961 | |
| 4. ORGANIZATION (Name and location) Co B, 1st Bn, 19th Inf, Ft Miller, Utah | | 5. BRANCH OF SERVICE Inf | 6. <input type="checkbox"/> FIRST DEPOSIT THIS ENLISTMENT |
| THE SUM OF: | | | |
| 7. AMOUNT OF DEPOSIT (In words) TEN dollars | | 8. AMOUNT (In Figures) \$10.00 | |
| 9. TYPED NAME AND TITLE OF OFFICER RECEIVING DEPOSIT THOMAS W. LINGEN, Capt, Inf Class A Agent | | 10. SIGNATURE <i>Thomas W. Lingen</i> | |
| <small>NOTE: Retain this Receipt until it is verified with your Soldier's Deposit slip.</small> | | | |

1

Figure 11-3-4.1.

| REQUEST FOR PAY ACTION (AR 37-104) | | 1. DATE 1 Dec 61 |
|--|---|--|
| 2. TO: Commanding Officer Co B, 1st Bn, 19th Inf | 3. FROM: Sgt Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf Ft Miller, Utah | |
| ACTION REQUESTED | | |
| PAY LESS THAN AMOUNT DUE | | |
| A I DESIRE TO DRAW \$ _____ ON THE NEXT PAY DAY WITH THE UNDERSTANDING THAT THE BALANCE OF PAY DUE ME AMOUNT WILL BE CREDITED TO MY ACCOUNT. | | |
| CHECK PAYMENT DURING ABSENCE | | |
| B REQUEST CHECK PAYMENT FOR AMOUNT TO BE PAID TO ME ON PAY DAYS _____ DATE _____ DATE _____ DATE _____ BE MAILED TO ME AT THE FOLLOWING ADDRESS: | | |
| STREET _____ | CITY _____ | STATE _____ |
| PARTIAL PAY - ADVANCE PAY - ADVANCE PAYMENT OF TRAVEL ALLOWANCE | | |
| REQUEST <input type="checkbox"/> PARTIAL PAY OF \$ _____ AMOUNT - <input type="checkbox"/> ADVANCE PAY OF _____ MONTHS - <input type="checkbox"/> ADVANCE PAYMENT OF TRAVEL ALLOWANCE (copy of travel orders attached). REASON FOR REQUEST: | | |
| C <ol style="list-style-type: none"> 1. Request \$10 be deducted from my pay each month for credit to my Soldier's Deposit account beginning December 1961. 2. This is my initial deposit during this enlistment. | | |
| 4. TYPED NAME AND SERVICE NUMBER OF MEMBER RALPH T. UNDERWOOD, RA 19 300 831 | | 5. SIGNATURE OF MEMBER <i>Ralph T. Underwood</i> |
| ACTION OF UNIT COMMANDER | | 6. DATE 1 Dec 61 |
| 7. TO: CG, 99th Inf Div Ft Miller, Utah ATTN: AG-PBD | | 8. FROM: CO, Co B, 1st Bn, 19th Inf Ft Miller, Utah |
| THE ABOVE REQUEST IS: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS MODIFIED BELOW <input type="checkbox"/> DISAPPROVED | | |
| 9. REMARKS | | |
| 10. TYPED NAME AND GRADE OF UNIT COMMANDER | | 11. SIGNATURE OF UNIT COMMANDER <i>Thomas W. Singer</i> |

DA FORM 2142
1 JUL 55

U. S. GOVERNMENT PRINTING OFFICE: 1954 O-475128

Figure 11-3-4.2.

| | | |
|---|---|--|
| REQUEST FOR PAY ACTION (AR 37-104) | | 1. DATE 1 Dec 61 |
| 2. TO: Commanding Officer Co B, 1st Bn, 19th Inf | | 3. FROM: Sgt Ralph T. Underwood, RA 19 300 831 Co B, 1st Bn, 19th Inf |
| ACTION REQUESTED | | |
| PAY LESS THAN AMOUNT DUE | | |
| A | I DESIRE TO DRAW \$ _____ ON THE NEXT PAY DAY WITH THE UNDERSTANDING THAT THE BALANCE OF PAY DUE ME WILL BE CREDITED TO MY ACCOUNT. <div style="text-align: center; font-size: small;">AMOUNT</div> | |
| CHECK PAYMENT DURING ABSENCE | | |
| B | REQUEST CHECK PAYMENT FOR AMOUNT TO BE PAID TO ME ON PAY DAYS _____ DATE _____ DATE _____ | |
| | _____ DATE _____ BE MAILED TO ME AT THE FOLLOWING ADDRESS: | |
| | STREET _____ | CITY _____ STATE _____ |
| PARTIAL PAY - ADVANCE PAY - ADVANCE PAYMENT OF TRAVEL ALLOWANCE | | |
| C | REQUEST <input type="checkbox"/> PARTIAL PAY OF \$ _____ AMOUNT, - <input type="checkbox"/> ADVANCE PAY OF _____ MONTHS, - <input type="checkbox"/> ADVANCE PAYMENT OF TRAVEL ALLOWANCE (copy of travel orders attached). REASON FOR REQUEST: | |
| | Request my monthly Soldier's Deposit deduction be increased to \$15 effective December 1961. | |
| | <u>OR, FOR DISCONTINUANCE OF DEDUCTION</u> Request my monthly Soldier's Deposit be discontinued effective December 1961. | |
| 4. TYPED NAME AND SERVICE NUMBER OF MEMBER RALPH T. UNDERWOOD, RA 19 300 831 | | 5. SIGNATURE OF MEMBER <i>Ralph T. Underwood</i> |
| ACTION OF UNIT COMMANDER | | 6. DATE 2 Dec 61 |
| 7. TO: CG, 99th Inf Div Ft Miller, Utah ATTN: AG-PSD | | 8. FROM: Commanding Officer Co B, 1st Bn, 19th Inf |
| THE ABOVE REQUEST IS: <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS MODIFIED BELOW <input type="checkbox"/> DISAPPROVED | | |
| 9. REMARKS | | |
| 10. TYPED NAME AND GRADE OF UNIT COMMANDER THOMAS W. LINGEN, Captain | | 11. SIGNATURE OF UNIT COMMANDER <i>Thomas W. Lingen</i> |

DA FORM 2142
1 JUL 55

U. S. GOVERNMENT PRINTING OFFICE: 1958 O-475128

Figure 11-3-4.3.

| | | | |
|--|--|--|--|
| MAIL TO: Soldier's Deposits Division Finance Center, U. S. Army Indianapolis 49, Indiana | | REQUEST FOR REPAYMENT OF SOLDIER'S DEPOSIT (AR 37-104) | |
| 1. DEPOSITOR'S NAME (Last, First, Middle Initial) (Print or type) Underwood Ralph T. | | 2. SERVICE NUMBER RA 19 300 831 | |
| 3. MAILING ADDRESS 3201 N. Morgate St. Salt Lake City, 3 Utah | | 4. ORGANIZATION (Use authorized abbreviations) Co B, 1st Bn, 19th Infantry Fort Miller, Utah | |
| 5. AMOUNT CLAIMED \$ 300.00 | 7. MISSING DEPOSIT TICKETS (Explain in detail and state exactly what disposition was made of the missing ticket(s).) None | | |
| 6. NO. OF TICKETS ATTACHED 6 | | | |
| 8. AMOUNT TO BE REDEPOSITED (If redeposit is requested, a date must be shown in Block 9 or 12, as applicable.) \$ <input type="checkbox"/> PLUS ACCRUED INTEREST | | 9. DATE OF REENLISTMENT OR RECALL TO ACTIVE DUTY (reference Paragraph 22-82d, AR 37-104) 15 July 1959 | |
| NOTE: A DATE IS REQUIRED IN ONLY ONE OF BLOCKS 10, 11, OR 12, AS APPLICABLE. | | | |
| 10. SEPARATION (Provide a date in this block when repayment is authorized due to separation from service (reference Paragraph 22-82b or c, AR 37-104).) | | DATE | |
| 11. ANTICIPATED SEPARATION (Provide a date in this block when repayment is authorized and when separation from service is imminent. Not more than 60 days prior to ETS or 75 days if over-see (reference Paragraph 22-82b(2), AR 37-104).) | | DATE | |
| 12. EXPIRATION OF 3-YEAR PERIOD OF LONGER ENLISTMENT (Provide a date in this block when repayment is authorized due to expiration of 3-year period of any enlistment greater than 3 years (reference Paragraph 22-82d, AR 37-104).) | | DATE | |
| 13. I REQUEST REPAYMENT OF MY SOLDIER'S DEPOSITS IN THE AMOUNT INDICATED IN BLOCK 5. | | | |
| <input type="checkbox"/> I FURTHER REQUEST THAT THE AMOUNT INDICATED IN BLOCK 5 BE REDEPOSITED IN A NEW ACCOUNT AND THE BALANCE FORWARDED TO ME AT THE ADDRESS SHOWN IN BLOCK 3. <input type="checkbox"/> I REQUEST REPAYMENT OF THE AMOUNT IN MY INACTIVE ACCOUNT IN ACCORDANCE WITH CHAPTER 22, PARAGRAPH 82f, AR 37-104. | | | |
| NOTE: IF CONVICTED OF DESERTION DURING CURRENT ENLISTMENT, LIST DATES IN "REMARKS" BLOCK AND ATTACH A COPY OF COURT MARTIAL ORDERS. | | | |
| 14. THE PROVISIONS OF 52 STATUTE 688 (18 U.S.C. 287) PROVIDE A FINE OF NOT MORE THAN \$10,000 OR IMPRISONMENT FOR NOT MORE THAN 5 YEARS, OR BOTH, AS A PENALTY FOR PRESENTING A FRAUDULENT CLAIM. | | | |
| 15. SIGNATURE OF THE PERSONNEL OFFICER. THE FOREGOING IS CORRECT AND TRUE. | | 16. DATE | |
| 17. SIGNATURE OF DEPOSITOR. THE FOREGOING IS CORRECT AND TRUE AND PAYMENT THEREFOR HAS NOT BEEN RECEIVED. | | 18. DATE | |
| 19. REMARKS | | | |

DA FORM 2082
1 MAR 63REPLACES EDITION OF 1 MAR 58,
WHICH IS OBSOLETE.Form Approved by Comptroller
General, U.S., Nov 8, 1962.

1

Figure 11-8-4.4.

| MEMO ROUTING SLIP | | NEVER USE FOR APPROVALS, DISAPPROVALS, CONCURRENCES, OR SIMILAR ACTIONS | | ACTION | |
|---|--|---|-----------------------|------------------------------------|--|
| 1 TO | AG Personnel Service Division 99th Infantry Division Ft Miller, Utah | INITIALS | CIRCULATE | | |
| | | DATE | COORDINATION | | |
| 2 | | | FILE | | |
| | | | INFORMATION | | |
| 3 | | | NOTE AND RETURN | | |
| | | | PER CON- VERSATION | | |
| 4 | | | SEE ME | | |
| | | | SIGNATURE | | |
| REMARKS | | | | | |
| <p>EM Asg: Co B, 1st Bn, 19th Inf</p> <p>ETS: 18 Dec 61</p> | | | | | |
| FROM | | Commanding Officer Co B, 1st Bn, 19th Inf Ft Miller, Utah | | DATE 11/18/61 PHONE 34972 | |

DD FORM 95

1 OCT 60

REPLACES PREVIOUS EDITION.

★GPO 1961-600239

Figure 11-3-4.5.

Underwood, Ralph T.

1 December 1961

RA 19 300 831

SUBJECT: Emergency Withdrawal of Soldier's Deposit

TO: Commanding Officer
Co B, 1st Bn, 19th Inf
Fort Miller, Utah

1. Under the provisions of paragraph 22-83, AR 37-104, request that I be authorized to withdraw \$500.00 from my soldier's deposit account in order to meet a personal emergency.

2. On 20 November 1961, my mother-in-law, who is dependent upon me for support, was involved in an automobile accident as a passenger in a friend's vehicle. As a result of injuries received in the accident, she has been hospitalized and requires continuous nursing service. The hospital expenses will possibly be recovered by settlement or lawsuit but at the present time I must meet this expense in an amount of \$493.00 (see inclosed statement from hospital). I have \$150.00 in my bank account but these funds are required for current expenses and maintenance of my household.

3. I have inclosed my Soldier's Deposit Book showing a current balance of \$450.00. I have also deposited \$300.00 by payroll deduction but I cannot find the deposit tickets (see attached affidavit).

2 Incl

- *1. Hospital Stmt
- .2. Affidavit

Ralph T. Underwood
RALPH T. UNDERWOOD
RA 19 300 831
Sgt, Co B, 1st Bn, 19th Inf

*No sample provided.

Figure 11-3-4.6.

Underwood, Ralph T. (Enl) 1st Ind
RA 19 300 831 (1 Dec 61)
SUBJECT: Emergency Withdrawal of Soldier's Deposit

CO, Co B, 1st Battalion, 19th Infantry Regiment, Ft Miller, Utah

TO: Commanding Officer, 99th Finance Disbursing Unit, Ft Miller, Utah

Approved.

2 Incl
nc

Thomas W. Lingen
THOMAS W. LINGEN
Capt, Inf
Commanding

Figure 11-3-4.6—Continued.

AFFIDAVIT

I have had a payroll deduction of \$50.00 per month for Soldier's Deposits since June 1961. I have been given the validated copies of the Deposit Tickets each payday but I have thrown them away since I did not realize it was necessary for me to present the tickets for withdrawal of my deposits. I have never been repaid for these deposits.

Ralph T. Underwood

RALPH T. UNDERWOOD
RA 19 300 831
Sgt, Co B, 1st Bn, 19th Inf

Before me, the undersigned, authorized by law to administer oaths in cases of this character, personally appeared the above-named individual this 1st day of December, 1961, at Ft Miller, Utah, and signed the foregoing statement under oath that he is a person subject to the Uniform Code of Military Justice, and that he has personal knowledge of the matters set forth therein, and that the same are true in fact, to the best of his knowledge and belief.

Thomas W. Lingen

THOMAS W. LINGEN
Capt, Co B, 1st Bn, 19th Inf
Summary Court

Incl 2

Figure 11-3-4.7.

Procedure 11-3-5

INDEBTEDNESS TO THE GOVERNMENT

1. **Reference.** AR 37-104.

2. **Form.** DA Form 1049 (Personnel Action).

3. **General.** *a.* The most common types of indebtedness to the Government are—

- (1) *Erroneous payments.* These consist of overpayments of basic pay, allowances, reenlistment bonus, unused leave, non-deduction of allotments, etc.
- (2) *Administratively determined indebtedness.* This consists of liability for lost or damaged property as determined by Statements of Charges, Reports of Survey, etc.
- (3) *Courts-martial forfeitures.*
- (4) *Delinquent income tax levies.*

b. Normally, basic allowances for subsistence and quarters will not be used to satisfy indebtedness except when separation is imminent and the debt would not be satisfied before separation. Separation travel allowances and soldier's deposits normally cannot be applied to a debt without the consent of the individual. However, all types of pay may be applied against a delinquent income tax levy.

4. **Procedure.** *a.* The following rules are used in determining the amount of an individual's pay to be applied against a debt.

- (1) *Erroneous payments.* The finance officer collects two-thirds of the individual's pay. This is computed after deducting court-martial forfeitures, FICA tax, income tax, and the individual's contribution to Class Q allotment.
- (2) *Administratively determined indebtedness.* Individual must receive one-third of his pay. Voluntary allotments (E, D, N, B, and B-1) and soldier's deposit deductions are considered as part of the one-third. If the amount due is less than \$10, the finance officer may pay him \$10.
- (3) *Court-martial forfeitures.* These may not exceed two-thirds of the individual's pay in one month. If two or more forfeitures run concurrently only up to two-thirds may be collected.
- (4) *Delinquent income tax levies.* These levies are deducted from the take-home pay of the individual. If the take-home pay is less than the levy, all pay is deducted. Levies are effective for only one month, the unpaid amount is canceled and a new

levy is required to collect the remaining tax.

b. In determining the amount of an individual's pay subject to deduction, basic, special, incentive, and proficiency pays are considered. Allowances such as, quarters, subsistence, and clothing, are not included.

c. The PSD or the servicing finance officer will notify the individual of his indebtedness through his commander. If deductions for indebtedness in *a*(1) and (2) above would result in a hardship to him or to his dependents, the individual may request reduced collections or remission of the debt. If he feels the debt is unjust he may submit information in rebuttal. Rebuttals or requests for installment collection must be made within 10 days of receipt of the notification. Installment payment of delinquent income taxes can be approved only by the Internal Revenue Service.

- (1) *Erroneous payments.* Repayment by reduced monthly installments may be approved if a lump sum two-third deduction would result in a hardship to the individual or his dependents. The number and amount of the installments should be fair both to the individual and to the Government, and must insure full collection prior to normal ETS. The company commander may approve requests for installment repayment of indebtedness under \$100. Those over \$100 must go through channels to the brigade or equivalent commanders.
- (2) *Administratively determined indebtedness.* Request for installment collections must go to the next higher headquarters for approval. If applicable, all voluntary allotments, except for insurance, should be reduced or discontinued.
- (3) *Delinquent income tax levies.* Requests for installment payment of delinquent income taxes must be made by the individual direct to the Internal Revenue Service. Written approval must be presented to the PSD.
- (4) Requests made under (1) and (2) above should be made on DA Form 1049, setting forth the individual's financial position and the maximum payment he can afford.

The commanding officer will then approve or forward the request together with such additional information as he desires.

- (5) *Written protest.* If an individual believes the indebtedness is incorrect, he may make a protest in writing, through channels, to the Commanding General, Finance Center, U. S. Army, giving all available information. Collection of the debt may be suspended until final action is taken on the request. However, if the individual's ETS is near, collection will be made and the individual will be advised to submit a claim to Settlement Operations, Finance Center, U. S. Army.

d. Court-martial forfeitures are paid as directed by the court-martial and may not be collected in reduced amounts.

e. Except for court-martial forfeitures, indebtedness to the Government is not canceled by separation from the service. Deductions may be made from retired pay, reserve training pay, or may be collected if the individual reenters active service.

f. Request for remission or cancellation of indebtedness may be made by the individual or his commander. The request is forwarded to The Adjutant General for approval, giving the information required by paragraph 13-15, AR 37-104. However, collection of the indebtedness will continue until a final determination is made.

Section V. RECORDS

Procedure 11-4-1

ENLISTED CONDUCT AND EFFICIENCY RATINGS

1. References.

- a. AR 623-201.
- b. AR 635-200.
- c. AR 672-5-1.

2. Form. DA Form 137 (Installation Clearance Record).

3. General. Conduct and efficiency ratings provide information to be used in connection with other data as a guide in taking certain personnel actions such as assignment, promotion, award of the Good Conduct Medal, and in determining the type of discharge to be rendered. Each rating covers a specific period and should not be influenced by prior reports covering other periods. The occasions requiring ratings are outlined in AR 623-201.

4. Procedure. a. Preparatory to reassignment of an individual; or upon attachment to another organization for 30 days or more when the Personnel Records Jacket (DA Form 201) accompanies the individual, the Installation Clearance Record will be modified to include "CONDUCT..... EFFICIENCY....." (fig. 11-4-1.1). The unit commander will enter the conduct rating and the first immediate officer or warrant officer superior will enter the efficiency rating.

b. In cases where a large number of conduct ratings are required to be made by the unit commander upon his reassignment from the unit, the unit clerk

may modify a company roster by heading a column "CONDUCT." The commander can then enter his conduct rating opposite and in line with the name of the individual being rated. This roster should then be sent to the PSD records team leader so that entries may be made in the service records. The unit clerk will insure that both the conduct and efficiency ratings are obtained from the unit commander for personnel over whom the commander is also the supervisor. The first sergeant and unit clerk are examples of personnel for whom the commander would be the rater for both conduct and efficiency.

c. A conduct rating less than "Good," or an efficiency rating less than "Fair," will disqualify a soldier for an honorable discharge. If a disqualifying rating has been given and there is no record of disciplinary action against the soldier, an explanation must accompany the rating.

d. An "Unknown" rating may be given only when the rated period is less than 30 days, and for periods of confinement or hospitalization.

e. Enlisted personnel are not permitted to rate other enlisted personnel.

f. Whenever supervisory changes occur as the result of a change of duty MOS or supervisor, the Personnel Information Roster may be used to indicate ratings. Place the efficiency rating in the "REMARKS" column.

| | | | |
|--|---------|---|-------------------------|
| INSTALLATION CLEARANCE RECORD (AR 210-10) | | INSTALLATION Fort Miller, Utah | |
| Prepare in duplicate (original to be retained in transfer activity file; duplicate to individual) | | | |
| LAST NAME - FIRST NAME - MIDDLE INITIAL UNDERWOOD, RALPH T. | | SERVICE NUMBER RA 19 300 831 | GRADE PFC E-3 |
| ORGANIZATION Co B, 1st Bn, 19th Inf | | TO DEPART (Time and date) 1200 hrs, 5 Dec 1961 | |
| AUTHORITY FOR DEPARTURE Para 10, SO 299, HQ, 99th Inf Div dtd 1 Dec 1961 Ft Miller, Utah | | NEW DUTY STATION 1st How Bn, 2d Arty, 8th Inf Div APO 34, New York, N. Y. | |
| CHECKLIST (Normally, officers, warrant officers, and enlisted personnel in grades E-8 and E-9 are not required to secure initials of clearing facility, their signature being official indication that all obligations are settled. Other enlisted personnel will normally have facility concerned initial applicable items. Appropriate administrative office will check items not applicable.) | | | |
| FACILITY | INITIAL | FACILITY | INITIAL |
| 1. ORDNANCE OFFICER | | 12. PROVOST MARSHAL (Car tags) | |
| 2. ENGINEER PROPERTY OFFICER | | 13. ENLISTED OR OFFICER MESS | |
| 3. ARMY EDUCATION CENTER | | 14. QUARTERS ASSIGNMENT | |
| 4. UNIT AND REGIMENTAL SUPPLY | | 15. SPECIAL SERVICES OFFICER | |
| 5. POST QUARTERMASTER | | 16. PERSONAL AFFAIRS OFFICER (A.E.R.) | |
| 6. QUARTERMASTER LAUNDRY | | 17. CHAPLAIN | |
| 7. COMMERCIAL LAUNDRY | | 18. RED CROSS | |
| 8. DRY CLEANERS | | 19. COURTS AND BOARDS ¹ | |
| 9. SIGNAL OFFICER | | 20. CLASSIFIED DOCUMENTS | |
| 10. LIBRARY | | 21. EFFICIENCY REPORTS | |
| 11. HOSPITAL | | 22. FIELD MILITARY 201 FILE AND ALLIED RECORDS | |
| | | 23. FINANCIAL DATA RECORDS FOLDER (Personnel Officer) | |
| | | 24. POST MOTOR POOL | |
| | | 25. POSTAL OFFICER (Notice of Change of Address) | |
| | | 26. OFFICERS REGISTER (Sign Out) | |
| | | 27. SPECIAL ORDERS FOR CHANGE OF STATION | |
| | | 28. DEPENDENTS SCHOOL OFFICER | |
| | | 29. DENTAL CLINIC DD FORM 722-1 | |
| | | 30. FINANCE & ACCOUNTING OFF (Telephone & Telegraph) | |
| | | 31. | |
| | | 32. | |
| | | 33. | |
| <p>I HAVE TURNED IN OR PROPERLY TRANSFERRED ALL CLASSIFIED DOCUMENTS EXCEPT THOSE WHICH PERTAIN TO MY OFFICIAL DUTIES AND FOR WHICH I, AS AN INDIVIDUAL, HAVE BEEN DESIGNATED THE AUTHORIZED CUSTODIAN; I HAVE DISCHARGED ALL PERSONAL DEBTS ADMITTEDLY DUE AND PAYABLE AT THIS TIME IN THIS AREA OR HAVE MADE SATISFACTORY ARRANGEMENTS WITH THE PERSONS OR ORGANIZATIONS CONCERNED FOR THE PAYMENT OF SAME; AND I HAVE FURTHER NOTIFIED OF MY NEXT STATION OR POST OFFICE ADDRESS, ALL OTHER PERSONS WHO ARE KNOWN TO BE PRESENTLY ASSERTING CLAIMS OR DEMANDS AGAINST ME OR WHO HOLD INSTRUMENTS OF INDEBTEDNESS MADE OR INDORSED BY ME. I UNDERSTAND THAT THIS CLEARANCE DOES NOT RELIEVE ME OF ANY PECUNIARY CHARGE FOR GOVERNMENT PROPERTY WHICH HAS BEEN OR MAY BE RAISED ON A REPORT OF SURVEY OR REPORT OF BOARD OF OFFICERS IN LIEU OF REPORT OF SURVEY.</p> | | | |
| <p>REMARKS</p> <p style="text-align: center;">CONDUCT <u>Exc</u> EFFICIENCY <u>Exc</u></p> | | | |
| DATE 5 Dec 61 | | SIGNATURE | |
| ADEQUATE QUARTERS WERE FURNISHED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | SIGNATURE OF COMMANDING OFFICER OR DESIGNATED REPRESENTATIVE <i>Thomas W. Lingen</i> | |
| DATES FROM 1 Jan 58 TO 5 Dec 61 | | TYPED NAME, GRADE, ARM AND TITLE THOMAS W. LINGEN, Capt, Inf, Commanding | |

¹ For pending reports of survey or disciplinary matters not referred to Company Commanders, only.

DA FORM 137
1 MAY 60

PREVIOUS EDITIONS ARE OBSOLETE.

U.S. GOVERNMENT PRINTING OFFICE: 1961 O-353148

Figure 11-4-1.1.

Procedure 11-4-3

PERSONNEL DATA CARD

1. Reference. AR 335-60.

2. Forms.

a. DA Form 2475 (Personnel Data Card).

b. Suggested letter (Subject: Personnel Records Information).

3. General. a. The Personnel Data Card (PDC) contains the basic and supplemental data required for individual morning report entries and additional information extracted from the personnel records (fig. 11-4-3.1).

b. The PDC serves as a morning report control card, a temporary record of certain pending personnel actions, and is the most readily available source of record information concerning individuals assigned to the unit. The use of the PDC as a morning report control card is described in Procedure 11-5-1. References to maintenance of the card and to recording information on the card are also contained in procedures for specific personnel actions.

c. The preparation of the PDC is a specific responsibility of the company or comparable unit. The card is prepared from information contained on the DA Form 20 and the DA Form 1315, and from certain data extracted from the personnel records by the PSD (fig. 11-4-3.2). This information is furnished to the unit at the time individual is assigned.

4. Procedure. a. Transcribe all necessary information from the letter of transmittal, the DA Form 1315, and the reproduced copy of the DA Form 20 or DA Form 66 to the Personnel Data Card (fig. 11-4-3.1).

- (1) Send the DA Form 1315 (Reenlistment Data Card) to the unit or battalion reenlistment NCO, whichever is required by local policy.
- (2) Items of figure 11-4-3.1 are keyed numerically to figure 11-4-3.3 indicating the appropriate source of data required to complete each item.
- (3) Complete in pencil items subject to change.

(4) Destroy letter of transmittal and any reproduced copies of DA Forms 66 (Officer Qualification Record) received.

b. The copy of DA Form 20 may be referred to the unit training NCO to complete any required individual training records—

- (1) The document is a personnel record and must be hand-carried or transmitted in a sealed envelope.
- (2) Destroy the copy of DA Form 20 upon completion of training records.
- (3) A unit file containing copies of DA Form 20 is not authorized and is not required. The unit cannot maintain the form in a current status and use of an unposted qualification card is prejudicial to the soldier concerned.

c. When a soldier is reassigned to a unit within the division—

- (1) Remove the PDC from the file and prepare a duplicate card without morning report entries.
- (2) Transcribe all red pencil entries, which indicate pending personnel actions, to the reverse of the card.
- (3) Transmit the duplicate card in a sealed envelope to the new organization of assignment.
- (4) Where five or more individuals are reassigned from one unit to another on the same EDCSA, furnish copies of the DA Form 20 to the gaining organization in lieu of the PDC.

d. The PSD will furnish a roster containing the correct leave balance for each individual assigned to the unit as of the end of each calendar quarter.

- (1) Remove the PDC from the file and enter the new leave balance and "as of" date.
- (2) The roster may be destroyed or used for other purposes after the new leave balances have been posted.

e. The PDC will be disposed of as provided in AR 345-215 for morning report locator cards.

| LAST NAME - FIRST NAME - MIDDLE NAME (1) | | | | SERVICE NUMBER (2) | | GRADE (3) | PRO PAY (4) | LANG CODE (5) | PMOS (6) | SMOS (7) | DMOS (8) | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------|---|--|-----------------------------|--------------------------|-------------------------------|---|---------------------|-------------------------------|--------------------------------|-------------------|-----------|---------|------|--------|------|--------|------|--|--|--|------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| PSA CODE (9) | COMP (10) | SERVICE AGREEMENT (11) | TERMI- NATES (12) | ETS (13) | DROS (14) | RACE (15) | OASTS (16) | | ALIEN IDEN (17) | SEC CLEAR (18) | NO. DEPNB (19) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOE (20) PARA NO. _____ LINE NO. _____ | | DUTY ASSIGNMENT (21) | | ELIG FOR ADD PAY (22) | PROFILE AND DATE (23) | | DATE ELIGIBLE TO RETURN TO CONUS (24) | | NON-CONUS AREA RES (25) | SPED (26) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MARITAL STATUS (27) | | SEP RAT ADDRESS, PHONE NO. AND ADDRESS OF DEPENDENTS RESIDING WITH SOLDIER (28) | | | | REL PREF (29) | | DOB (30) | QOR (31) | ACCRUED LV _____ AS OF (32) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CIVILIAN EDUCATION (33) | | | LATEST CONDUCT AND EFFICIENCY RATING CONDUCT _____ EFFICIENCY _____ (34) | | | ASSIGNMENT LIMITATION (35) | | | LATEST PCS (36) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APTITUDE AREA | | MILITARY SCHOOLS | | | | COMPL | NON-DEPLOYABLE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CO A | MM | (38) | | | | | (39) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CO B | CL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EL | GT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GM | RC (37) | | | | | | TERM & DATE OF CURRENT ENL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IN | AE | | | | | | (40) | (41) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p style="text-align: center;">FOR REQUIREMENT COMPLETED</p> <table border="1"> <thead> <tr> <th>ARMS QUAL</th> <th>WEAPONS</th> <th>DATE</th> <th>COURSE</th> <th>DATE</th> <th>COURSE</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td rowspan="5">(42)</td> <td></td> <td></td> <td></td> </tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table> | | | | | | | | | | | | ARMS QUAL | WEAPONS | DATE | COURSE | DATE | COURSE | DATE | | | | (42) | | | | | | | | | | | | | | | |
| ARMS QUAL | WEAPONS | DATE | COURSE | DATE | COURSE | DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | (42) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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DA FORM 2475

EPO : 1961 O-615241

PERSONNEL DATA CARD

Figure 11-4-3.1.

HEADQUARTERS
99TH INFANTRY DIVISION
FORT MILLER, UTAH

6 May 1961

SUBJECT: Notification of Assignments

TO: Commanding Officer
Company B, 14th Infantry
99th Infantry Division
Fort Miller, Utah

1. Individual(s) listed below (have) (has) been assigned to your organization this date. Assignment(s) (were) (was) made based on existing vacancies, assignment priority information received and expected losses. It is recommended that the individual(s) be assigned to a duty position requiring the duty MOS indicated.

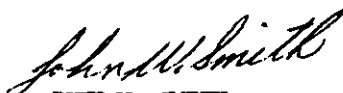
| <u>GR, NAME, SN</u> | <u>FMOS</u> | <u>ASG TO DMOS</u> |
|--|-------------|--------------------|
| SP4 Herbert L. Mays US 55 431 993 | 111.10 | 111.10 |
| SP4 Joe R. Rogers RA 19 330 012 | 112.10 | 111.10 |
| Sgt E-5 Robert L. Mathews RA 16 295 482 | 111.60 | 111.60 |

2. An information sheet and a copy of each individual's qualification record is attached hereto.

3. Confirmation of actual assignments made will be furnished this headquarters not later than 11 May 1961.

FOR THE COMMANDER:

2 Incl
*as


JOHN W. SMITH
Capt, AGC
Asst AG

*Sample information sheet for SP4 Mays only.
No samples of qualification records provided.

Figure 11-4-3.2.

(May 61) 1st Ind
SUBJECT: Notification of Assignments

Commanding Officer, Co B, 14th Inf, 99th Inf Div, Ft Miller, Utah


TO: Commanding General, 99th Inf Div, Ft Miller, Utah, 10 May 61

In compliance with paragraph 3, basic communication, the following information is furnished:

*Assignments were made as recommended.

*Assignments were made as recommended except:

2 Incl
nc


THOMAS W. LINGEN
Capt, Inf
Commanding

*Delete sentence not applicable.

Figure 11-4-3.2—Continued.

PERSONNEL RECORDS INFORMATION SHEET

The following information, pertaining to SP4 Herbert L. Mays, US 55 431 193, has been extracted from his personnel records and is furnished as a matter of interest:

*a. Conduct and efficiency ratings were all Excellent/
Excellent *except* (*delete if not applicable).

Period _____ to _____ Conduct: _____

Efficiency: _____

*b. Record of Courts-Martial: (YES) (NO) (Delete one)

Type:

HQ:

Article:

Sentence:

Approved _____
(Date)

*c. Letter of commendation or appreciation or other award
from last assignment: (YES) (NO) (Delete one)

d. Number of days accrued leave 36.

e. Emergency addresses: 1314 Broad St, Nashville, Tenn.

f. Additional Pay Authorized None.

*Apply to Enlisted Personnel only.

Incl 1

Figure 11-4-3.2—Continued.

| SOURCES OF DATA TO COMPLETE PERSONNEL DATA CARD | | |
|---|---|------------|
| BLOCK TITLES OF THE PERSONNEL DATA CARD | Obtained from the items indicated on the: | |
| | DA Form 20 | DA Form 66 |
| (1) NAME | 1 | 1 |
| (2) SERVICE NUMBER | 1 | 1 |
| (3) GRADE | 2 | 2 |
| (4) PROFICIENCY RATING | 2 | N/A |
| (5) LANGUAGE CODE | 6 | 9 |
| (6) PRIMARY MOS | 6 | 9 |
| (7) SECONDARY MOS | 32 | N/A |
| (8) DUTY MOS | 6 | 18 |
| (9) FOREIGN SERVICE AVAILABILITY CODE (FSA) | 29 | N/A |
| (10) COMPONENT | N/A | 3 |
| (11) SERVICE AGREEMENT | N/A | 13 |
| (12) TERMINATES (SERVICE AGREEMENT) | N/A | 13 |
| (13) XTS | 10 | N/A |
| (14) DATE RETURNED FROM OVERSEAS (DROS) | 29 | 17 |
| (15) RACE | 9 | 5 |
| (16) OVERSEA AREA AND TRAVEL STATUS (OANTS) | 29 | 17 |
| (17) ALIEN IDENTIFICATION | 4 | 25 |
| (18) SECURITY CLEARANCE | 25 | 11 |
| (19) NUMBER OF DEPENDENTS | 8 | 27 |
| (20) TOE LINE AND PARAGRAPH NUMBER | Note A | Note A |
| (21) DUTY ASSIGNMENT | 33 | 18 |
| (22) ELIGIBLE FOR ADDITIONAL PAY | 34 | Note B |
| (23) PROFILE AND DATE | 14 | |

Figure 11-4-3.3.

| BLOCK TITLES OF THE PERSONNEL DATA CARD | Obtained from the items indicated on the: | |
|--|---|------------|
| | DA Form 20 | DA Form 66 |
| (24) DATE ELIGIBLE TO RETURN TO CONUS | 34 | 33 |
| (25) NON-CONUS AREA RESIDENCE | 12 | 33 |
| (26) BASIC PAY ENTRY DATE (BPED) | 34 | 33 |
| (27) MARITAL STATUS | 7 | 26 |
| (28) SEPARATE RATIONS ADDRESS, PHONE NUMBER AND NUMBER OF DEPENDENTS RESIDING WITH SOLDIER | Note C | Note C |
| (29) RELIGIOUS PREFERENCE (REL PREF) | Note C | 7 |
| (30) DATE OF BIRTH (DOB) | 3 | 4 |
| (31) DATE OF RANK (DOR) | above item 2 | 12 |
| (32) ACCRUED LEAVE | Note B | Note B |
| (33) CIVILIAN EDUCATION | 17 | 16 |
| (34) LATEST CONDUCT AND EFFICIENCY RATING | Note B | Note B |
| (35) ASSIGNMENT LIMITATIONS | 15 | 10 |
| (36) LATEST PCS | 34 | N/A |
| (37) APTITUDE AREAS | 23 | N/A |
| (38) MILITARY SCHOOLS | 26 | 16 |
| (39) NON-DEPLOYABLE | Note D | Note D |
| (40) TERM AND DATE OF CURRENT ENLISTMENT | 10 | 6 |
| (41) BLANK (FOR USE BY THE LOCAL COMMANDER) | | |
| (42) FOR REQUIREMENTS COMPLETED | 27 & 28 | 33 |
| NOTE A. Will be determined upon assignment of soldier. B. Furnished by the PDD. C. Determine by interview. D. Will be determined by the unit. | | |

Figure 11-4-3.3-Continued.

Section VI. GENERAL ADMINISTRATION

Procedure 11-5-1

MORNING REPORT CONTROL AND PREPARATION

1. **Reference.** AR 335-60.2. **Forms.**

- a. DA Form 1 (Morning Report).
- b. DA Form 2475 (Personnel Data Card).

3. **General.** The morning report is the basic record reflecting the official daily status of the reporting organization and each person assigned or attached thereto. It is a source of data for entries in the individual personnel records of the persons reported thereon and for official strength and other statistical records, and it is used as legal evidence in military courts-martial proceedings. The morning report (copy number 1) becomes a permanent record of the Adjutant General's Office to provide an authenticated, continuous administrative and historical record of the strength and status of each organization and individual of the Army. The morning report is considered one of the most important basic documents prepared within the Army and the utmost care should be taken to insure prompt and accurate recording of all required entries. The purpose of this procedure is to indicate the typical controls necessary to insure preparation of accurate morning reports and those elements of supplemental data which are required to be reported in addition to the supplemental data required by AR 335-60 (par. 4f). Detailed instructions for preparation of the morning report are contained in AR 335-60.

4. **Procedure.** a. To properly maintain a morning report requires careful attention to the maintenance of a suspense file (fig. 11-5-1.1). The file consists of 31 manila folders numbered 1 through 31. Each folder represents one day of the month, regardless of whether a month has 30 or 31 days. The file should be located in the desk of the person preparing the morning report so that he has immediate access to it at all times. Only the commanding officer, first sergeant and company clerk should be allowed access to the suspense file. The file will contain documents to be used in preparation of remarks for the morning report, e.g., Special Order, DA Form 31 (Request and Authority for Absence), etc. Do not keep appointments, 3-day passes, or other documents not requiring a morning report remark, in the suspense file. A separate unit suspense file will be maintained for those and similar documents.

b. A Personnel Data Card File must be main-

tained within the unit both as a source of personal data on each assigned or attached soldier and as a control card for preparation of the morning report (fig. 11-5-1.2). The card is a standard 5 x 8 card overprinted on one side with spaces for personal data and blank on the reverse for the recording of morning report remarks. Prepare file dividers for separating the cards according to grade and duty status. The enlisted men's cards may be filed either by pay grade or by NCO/specialist status. These cards will be used each day in the preparation of the morning report. An example of the sequence of actions to prepare the morning report of 16 July 61 follows:

- (1) Remove and examine the documents in the suspense file for 16 Jul 61.
- (2) Arrange the documents in the same order as the remarks will appear on the morning report, e.g., Assigned Gains; Assigned Losses; Miscellaneous Changes—Assigned Personnel, etc.
- (3) Remove the appropriate Personnel Data Cards from the file.
- (4) Obtain the Official Personnel Register ("Sign In/Out Register") and determine if personnel actually arrived or departed as they were scheduled. Resolve any discrepancies with the first sergeant immediately.
- (5) Type each morning report remark, without basic data, on the reverse of the appropriate PDC, e.g.:

16 Jul 61: Dy to rel asg Co B 2nd Bn, 19th Inf
this sta para 6 SO 91 Hq Ft Miller Utah EDCSA
16 Jul 61 COA-99.

- (6) Arrange the cards in the sequence the entries will appear on the morning report and work from the cards.
- (7) On completion of the morning report, post data from the back of the card to the correct blocks on the face of the card. All entries which are subject to change should be made in pencil (fig. 11-4-3.1).

c. The morning report is prepared on a three-page set (DA Form 1).

d. After the morning report has been signed by the unit commander, make distribution as follows:

- (1) The number 1 and 3 copies of the DA

Form 1 will be hand-carried to the battalion personnel staff NCO.

- (2) The number 2 copy (yellow) will be retained by the unit for file.

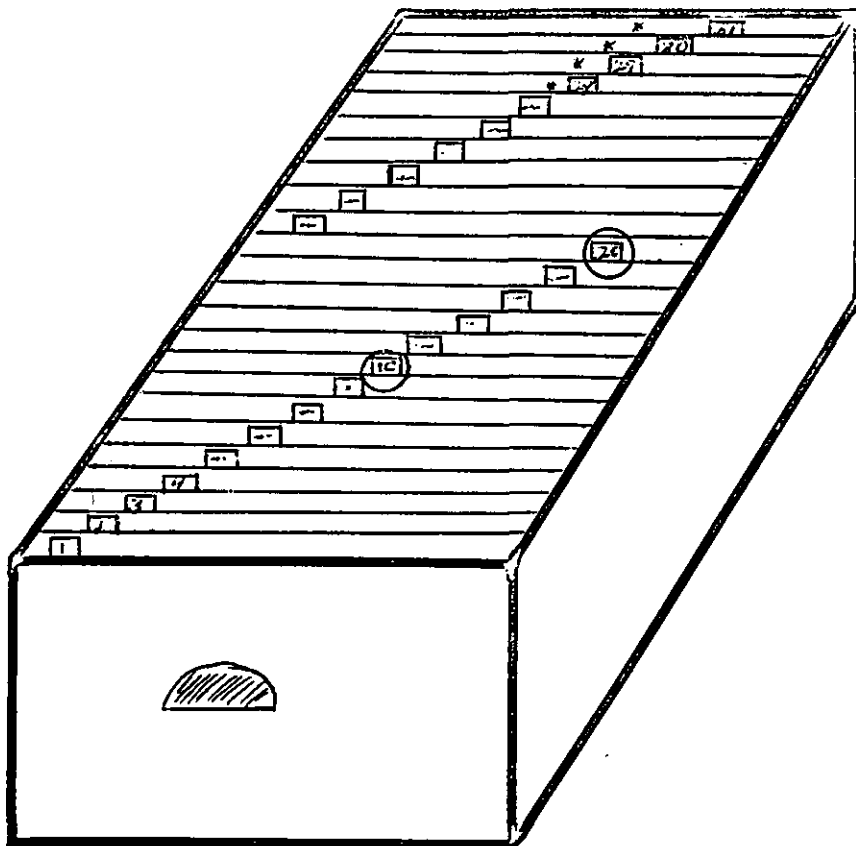
e. File the number 2 copy by month. The current month should be kept on the MR clerk's desk, and other morning reports should be filed in accordance with AR 345-215.

f. Units of the division will report the following information in addition to any other supplemental data required by AR 335-60 and major command directives:

- (1) The subunit code and processing code as-

signed to the unit will be entered in parentheses in the lower right corner of Block 8, PRESENT STATION OR LOCATION.

- (2) The secondary MOS, when reported as required by AR 335-60, will be reported as a *four-digit MOS code*.
- (3) The paragraph and line number of the TOE duty position occupied by the individual will be entered after the standard remark on—
 - (a) Assigned gains.
 - (b) Attached personnel.
 - (c) Changes of duty assignment even if the duty MOS code remains unchanged.



MORNING REPORT SUSPENSE FILE

- --Indicates the folder in which the "Record of Events" card will be placed.
- * --Indicates the last day of the month. "Record of Events" card may be placed in any of the four folders depending on the number of days in the month.

Figure 11-5-1.1.

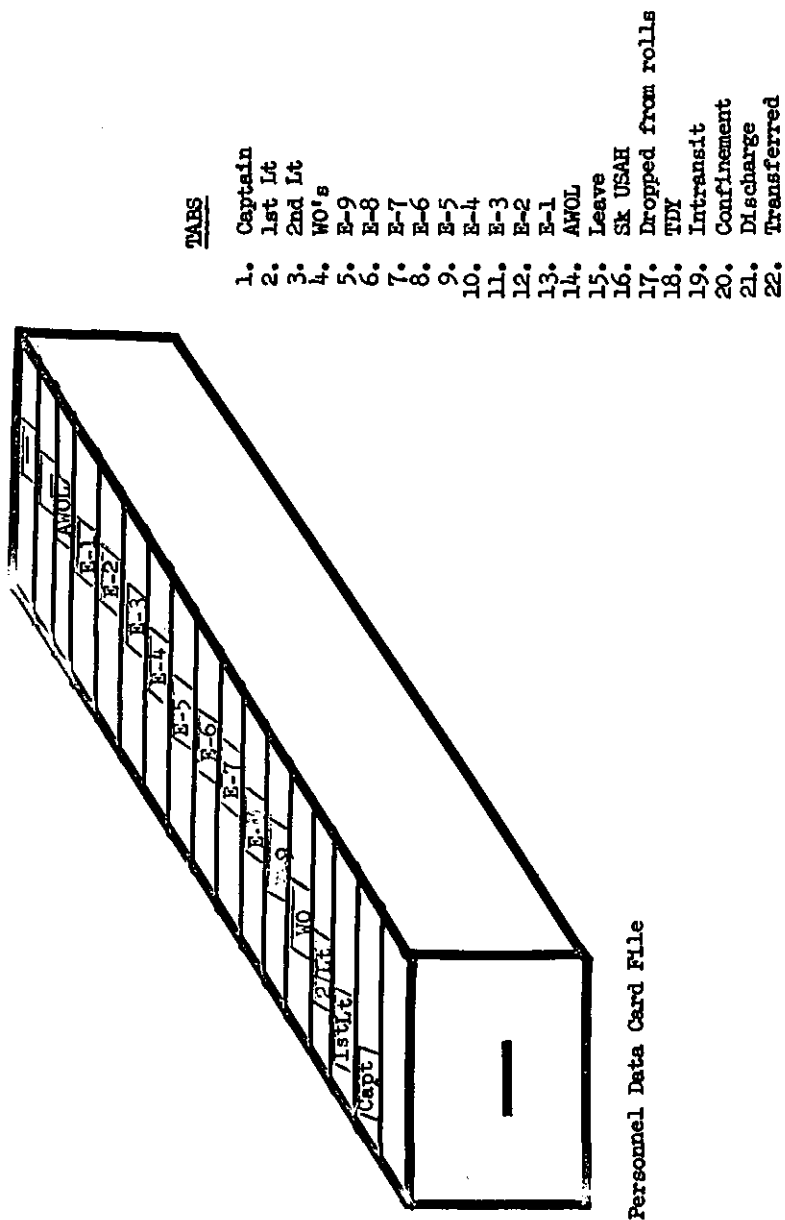


Figure 11-5-1.2.

Procedure 11-5-2

PERSONAL AFFAIRS ENVELOPE

1. **References.** Appropriate command directives.
2. **Forms.** As required by command directives.
3. **General.** Units which are designated as available for immediate or early deployment will be required to maintain certain personal affairs documents for each individual assignment to the unit. These documents may consist of wills, powers of attorney, requests for movement of dependents or household goods, allotment forms, etc., depending on the location and mission of the unit. The documents are completely prepared except for date and signature of the individual and are ready to be made effective when required. The documents are contained in an envelope designated as the Personal Affairs Envelope and maintained by the unit to which the individual is assigned. The documents contained in the Personal Affairs Envelope will enable the soldier to complete his personal affairs prior to movement of the unit and will minimize the personnel processing time required in the PSD.

4. **Procedure.** a. *Personal Affairs Envelope.*

- (1) The personal affairs envelopes for all personnel of the unit will be filed in alphabetical order in the orderly room area. The files must be given physical security equal to that normally afforded military personnel records, i.e., access denied to all persons except those specifically charged with responsibilities relating to maintenance of the envelopes.
- (2) A team from the PSD will periodically visit the unit for the purpose of preparing new documents required as a result of changes in a soldier's personal status.

- (3) If a soldier desires to make a change on a document maintained in his Personal Affairs Envelope—

- (a) Determine from the soldier what document he wants to change and his reason for changing the document.
- (b) Telephone the battalion personnel staff NCO and inform him of the soldier's request.
- (c) The personnel staff NCO will determine if the change requires the soldier to report to the PSD or if the change can be accomplished during the team visit ((2) above).

- (4) When soldier is required to report to the PSD to accomplish a new document for his Personal Affairs Envelope, give him the envelope to take with him.

- (5) Upon completion of any changes the envelope will be returned to the unit for file.

b. *Personnel Data Card.* To readily identify the deployability status of personnel in the unit, the Personnel Data Card will be marked with colored index tabs or plastic tape as follows:

- (1) *Non-deployable personnel.*
 - (a) Place a red tab on the upper left corner of the Personnel Data Card.
 - (b) Enter briefly the reason the soldier is non-deployable in the "Non-Deployable" block on the face of the card.
- (2) *Surplus personnel.* Place a green tab on the upper right corner of the Personnel Data Card.
- (3) *Deployable personnel.* These will not be tabbed.

Procedure 11-5-3

REQUEST FOR INFORMATION

1. References.

- a. AR 37-104.
- b. AR 37-107.
- c. AR 600-16.

2. Forms. Requests for Information (see app. 7-I for suggested format).

3. General. There will be numerous occasions on which soldiers will want to report apparent errors in monthly pay, or will require information from their Financial Data Records Folders or military personnel records maintained at the PSD. Normally, the required information will be obtained by written inquiry to the PSD. Telephone requests to the PSD for this type of information will be restricted to emergency requests where the information must be obtained the same day. Each such emergency call to the PSD will require the approval of either the unit first sergeant, the battalion personnel staff NCO, or the unit commander (ch. 7).

4. Procedure. a. A supply of the "Request for Information" form letters should be available at the orderly room for use in obtaining routine information from the PSD.

b. Upon receipt of a complaint or inquiry from a soldier, the first sergeant or company clerk will determine the following:

- (1) If the information is available within the unit.
- (2) If not, is the information available by telephone?

- (3) If not, can the information be obtained through use of an inquiry form letter?

c. When it has been determined by the first sergeant or company clerk that a Request for Information should be prepared, the company clerk will—

- (1) Prepare the request in 1 copy and have the soldier and first sergeant sign it.
- (2) Forward the request direct to the appropriate composite team in the PSD.

d. The PSD will furnish a pay team to hear complaints on pay errors each payday. This team will be located at a central location within the battalion area. Prior to each payday, contact the battalion staff NCO to find out where the pay team will be located on payday.

- (1) When a soldier has a complaint about his pay, the first sergeant or the company clerk—

- (a) Reviews the pink copy of the soldier's MPV to see if it can be determined whether or not the complaint is justified.
- (b) If the complaint is justified or the first sergeant or company clerk cannot determine if it is justified, sends the soldier with his pink copy of the MPV to the pay team located in the battalion area.

- (2) A request for information form letter is not required for pay complaints on payday.

Procedure 11-5-4

REQUEST FOR SPECIAL ORDERS

1. **Reference.** AR 310-10.

2. **Form.** DA Form 2446-R (Request for Orders).

3. **General.** *a.* Special orders for the division are published at the PSD. The issuance of other routine orders will be in accordance with AR 310-10 and Procedure 11-5-5.

b. The majority of special orders affecting personnel of the units will be issued automatically as personnel actions are approved. Special orders may be requested from the battalion headquarters when required by a unit. The battalion personnel staff NCO accumulates all requests for special orders and forwards them daily to the PSD. The PSD has an established schedule indicating the time of day that a request must be received in order to appear on that day's special orders.

4. **Procedure.** *a.* Determine that a special order is actually required to effect the action desired.

- (1) Refer to AR 310-10 for an explanation of the usage and content of special orders.

- (2) Telephone the battalion personnel staff NCO if there is any doubt concerning the proper type of order required.

b. Prepare the request for the unit commander's signature in an original and 2 copies (fig. 11-5-4.1).

- (1) Data concerning the lead lines is obtained from AR 310-10 and varies according to the type of order being requested.
- (2) Data to complete the responses is obtained from the individual requesting the order. This normally will be either the unit commander or the first sergeant.
- (3) The title of the order, transaction code, and elements of the standard name line are defined in AR 310-10.

c. Upon completion of the request by the unit commander—

- (1) Remove 1 copy of the correspondence for the unit suspense file (3-day).
- (2) Forward the original and 1 copy to the battalion headquarters.

| REQUEST FOR ORDERS (AR 310-10) | | DATE OF REQUEST 1 December 1961 |
|--|---|--|
| TO: | CO, 1st Bn, 19th Inf, Ft Miller, Utah | FROM: CO, Co B, 1st Bn, 19th Inf Ft Miller, Utah |
| | CG, 99th Inf Div, Ft Miller, Utah Attn: AG-PSD | |
| PART I | | |
| NAME OF FORMAT (Pages 65 thru 216, AR 310-10) Duty Appointment | | TC NUMBER 350 |
| PART II | | |
| STANDARD NAME LINE (SNL) (Pages 219 and Fig 9, AR 310-10) LINGEN, THOMAS W 01923049 CAPT INF Co B 1st Bn 19th Inf, Ft Miller, Utah. | | |
| PART III - USE SELECTED FORMAT AS MODEL | | |
| LEAD LINE (LL) | VARIABLE RESPONSES | |
| Apt to: Eff date: Pd: Purpose: Auth: Sp instr: | Class A Agent 11 Dec 61 Indefinite Cash payment of troops of organization to which assigned AR 37-103 Report to Post Finance and Accounting Office, Rm 248, Bldg THO, NLT 20 Dec 61, for briefing on duties of agent officer | |
| REQUESTER'S NAME (Typed or Printed) THOMAS W. LINGEN, Capt, Inf, Commanding | | SIGNATURE <i>Thomas W. Lingen</i> |

DA FORM 2446-R

REPLACES DA FORM 2446-R, 1 SEP 61, WHICH IS OBSOLETE.

Figure 11-5-4.1.

Procedure 11-5-5

UNIT ORDERS

1. **Reference.** AR 310-10.

2. **Forms.** None.

3. **General.** *a.* Unit orders are the only type of routine orders issued by the company. In companies assigned to a division or separate brigade, unit orders are issued for five purposes:

- (1) Assumption of command.
- (2) Appointments to temporary E-4 and permanent E-3.
- (3) Reduction from E-3 to E-2.
- (4) Assignment of additional duties within the company.
- (5) Authorization to ration separately (if authorized by local command policy).

b. Assignment to, or changes of, principal duty will be announced in special orders.

4. **Procedure.** *a.* Unit orders are numbered in chronological sequence by calendar year. The first order issued in any calendar year will bear a notation above the heading of the first page showing the number of the last order issued the preceding year.

b. No more than one unit order may be issued on any one day except in the case of assumption of command. In this case a separate unit order will be issued.

c. Each action is announced in a separate para-

graph. Paragraphs are numbered only if there are two or more.

d. Orders may be typed or reproduced mechanically (such as mimeograph) on 8- x 10½-inch paper. Typed orders will be printed on one side only. Others may be duplicated on both sides.

e. Unit orders will be authenticated only by the unit commander. If they are typed, all copies must be signed.

f. Preparation, files and distribution.

- (1) Unit orders will be prepared as prescribed in section I, and paragraph 28, AR 310-10. A sample unit order is shown in figure 11-5-5.1. Formats for additional paragraphs are found in appendix I, AR 310-10.
- (2) A record and a reference file will be maintained by the company. When orders are typed, the original will be placed in the record file.
- (3) Copies of orders will be furnished to each affected individual, to the PSD, and to the next higher headquarters, as required by local directives. In addition, appointment and reduction orders will be distributed as required by Procedures 11-1-6 and 11-1-7, where appropriate.

g. Unit orders will be corrected by the use of amendatory paragraphs. The use of corrected copies is not authorized.

* Unit Order 52 is the last of the series for 1961

CO B, 1ST BN, 19TH INF
Fort Miller, Utah

UNIT ORDERS
NUMBER 1

3 January 1962

1. TC 310. UP Par (*) AR 624-200 fol indiv APPOINTED ** (with their consent) ** (without their consent) to TEMP GR indic.

TO BE SPECIALIST FOUR (E4)

MOS

UNDERWOOD, RALPH T. RA 19300831

PFC E3

112.10

2. TC 350. Following indiv APPOINTED:

BROWN, JOSEPH R.

RA 19300193

MSGT E7

Apt to: Member of Unit Fund Council

Eff Date: 3 Jan 62

Pd: Indefinite

Purpose: NA

Auth: Par 6, AR 230-10

Sp Instr: None

3. TC 370. fol orders amended:

SMO: Par 1 Unit Orders 50, this HQ, 12 Dec 61

Pert to: UNDERWOOD, RALPH T. RA 19300831

SP4 E4

As reads: RA 19300831

IATR: RA 19300381

Thomas W. Lingen

THOMAS W. LINGEN

Captain, Inf

Commanding

* Enter appropriate paragraph and subparagraph from AR 624-200.
** Use for lateral appointment only- LL DOR: must also be shown.

Figure 11-5-5.1.

AR 600-17

MAY 64

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